

# A Smart Move guide to



# Moving In & Moving Out

## Top Tips To Help You Make A Smart Move



# Moving In Tips



**Right To Rent.** Landlords are required to check that tenants have valid immigration permission to be in the UK before renting to them. This applies to everyone over 18 renting in

the private sector, unless the accommodation is a student hall of residence or registered student accommodation. If you have a problem with a landlord about proving your immigration status you can find advice here [su.sheffield.ac.uk/student-advice-centre/housing/right-to-rent](https://www.su.sheffield.ac.uk/student-advice-centre/housing/right-to-rent)



**Complete the inventory.**

This is a list of the furniture and other items belonging to the landlord. Use the Student Advice Centre model inventory if your landlord does not provide one. Make sure you note anything which is already damaged or missing (however small), sign and return it to the landlord within the time period specified in your contract (normally 7 days). Keep a copy for yourself and also take photos or a video of the property and especially any serious problems.



**Think about fire safety.**

Regularly check that any alarms and smoke detectors are working. It can be a tenant's responsibility to check and replace batteries. Larger properties should

have mains operated smoke/heat detectors. Know your exit points and have a fire escape plan. Have a safe place for keys near the front door (but out of sight and reach of burglars) so you can get out in an emergency. For more information go to [gov.uk/firekills](https://www.gov.uk/firekills)



**Pick up a council tax exemption certificate.**

Full time students don't usually have to pay Council Tax but you will need to provide the council with a copy of your student council tax exemption certificate to avoid being billed. You can pick up your certificate from SSiD or download it from MUSE. Students on short courses or who are in between courses may be required to pay. **See [sheffield.ac.uk/ssid/council-tax](https://www.sheffield.ac.uk/ssid/council-tax)**



**House-sharing Tips.**

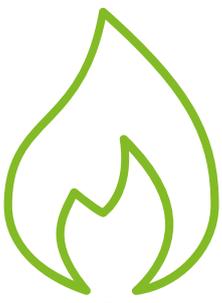
Housemates can make or break your student renting experience. Sharing with others should be fun and often housemates become

great friends. But living together requires good communication, consideration of others and a willingness to compromise. Try and agree some ground rules from day one to avoid conflict. Key things to consider include cleaning, sharing costs, cooking for each other, having friends or partners round. Some people set up a cleaning rota and a house bank account to pay bills, but this might not suit everyone.



**Sorting out the Utility Bills.**

If your rent doesn't include bills, you will need to take meter readings for electricity, gas and water (if your house has a water meter) then contact the suppliers to set up accounts. To find out your supplier call 0870 608 1524 for gas and 0845 070 7172 for electricity. The water supplier in Sheffield will be Yorkshire Water. You may also need to sort out phone and broadband suppliers. With all utility bills (except water) you may be able to save money by switching suppliers. It is a legal requirement for you're a landlord to provide an **Energy Performance certificate** for the property.



**Check your gas safety certificate.** Landlords must have gas safety checks carried out by a GAS SAFE registered engineer every 12 months. Tenants are entitled to see

the certificate so ask for it. If you smell gas call 0800 111 999 immediately. Be aware of the risks of carbon monoxide poisoning and know the signs. For more information, see [gassaferegister.co.uk/help-and-advice/renting-a-property/](http://gassaferegister.co.uk/help-and-advice/renting-a-property/)



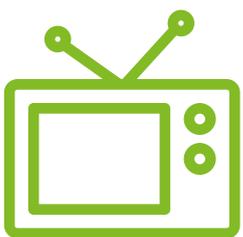
**Pick up the Keys.** Do this on the day the contract starts. Check the property is clean and ready to move into. Report any repairs or other issues

to the landlord in writing or by email. If the property is in a very poor condition and/or you are unable to move in due to the condition, take photographs and seek **housing advice** straightaway.



**Living in the Community.** Introduce yourself to your neighbours. They can be a great source of local information and making friends with them helps

to make you feel part of the wider Sheffield community. Be considerate and keep noise levels down, especially late night noise. If you're having friends round or a party, inform your neighbours in advance and don't let things get out of hand. If you receive a complaint, apologise and keep the noise down. If you want to get more involved in the local community check out **Sheffield Volunteering** at the Students' Union for community projects.



**Get a TV license.** You need to be covered by a TV Licence to watch or record live TV programmes on any channel or to download or watch any BBC programmes

on iPlayer – live, catch up or on demand. This applies to any provider you use and any device. Visit [tvlicensing.co.uk](http://tvlicensing.co.uk). If you have a joint tenancy you only need one licence for the whole house.



**Refuse collections.** Try to recycle as much as possible. Bin collections take place weekly but on a two-week cycle with black bins (general household waste) and blue bins/boxes (glass, cans & plastic, paper & cardboard) being collected on alternate weeks. You are expected to place the bins on the street by 7am on your collection day and bring them back in as soon as possible after they've been emptied. Local residents will complain if you leave the bins and bags of rubbish out on the street, as they cause obstructions and are a potential health hazard. To find out your bin days see [veolia.co.uk/sheffield/collections/collection-day-finder](http://veolia.co.uk/sheffield/collections/collection-day-finder)



**Get contents insurance.** Sheffield is a safe city but burglaries do happen. Shop around for a good deal and make sure you read the small print. Keep doors

and windows locked and use the burglar alarm if you have one. Tips on keeping you and your belongings safe can be found at [sheffield.ac.uk/security/advice](http://sheffield.ac.uk/security/advice)



**Resident Parking.** Most student housing is in walking distance of the University or close to a bus or tram route so you probably won't need to bring your car. It can be

difficult to find parking spaces in some popular student residential areas. If you do bring a car, depending on where you live, you may need a resident's parking permit to park near your house. You will also need a permit to park on University premises. For more information see [sheffield.gov.uk/roads/travel/driving/parking/parking-permits/resident](http://sheffield.gov.uk/roads/travel/driving/parking/parking-permits/resident) and [sheffield.ac.uk/parkingservices](http://sheffield.ac.uk/parkingservices)



If you are a student from the UK, EU or commonwealth you can register to vote. Even if you're not interested in politics, being on the electoral register can help your credit rating. For more information, see [gov.uk/register-to-vote](http://gov.uk/register-to-vote)

# Moving Out Tips



**Take final meter readings** for electricity, gas and (if applicable) water. Contact all of the relevant utility suppliers to finalise the bills. You may also need to cancel

broadband contracts or cancel rent direct debits. Remember to keep proof of payment as you may need this to get your deposit back.



**Return the keys.** Do so by or on last day of the contract. Many landlords give a time by which keys must be returned. If you return your keys late, you could be charged.



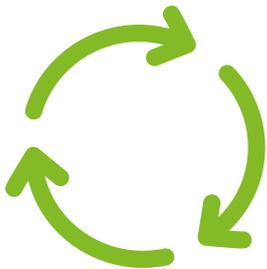
**Clean the house.** Follow any 'checking out' guidance provided by the Landlord. Allow plenty of time to pack up and clean. Make sure that at least one member of the group attends the check-out inspection (if applicable). The last person

to leave should take photos or video of the house so you can prove that you left it in good, clean condition.



**Arrange postal redirection.** (So you don't lose important mail after you leave) go to **royalmail.com**

Don't forget to tell the University, your Bank and the police (for some international students), that you have moved. Exchange forwarding addresses and contact details with your housemates. There may be things you need to sort out or just to stay in touch.



**Donate don't waste.** Recycle any unwanted belongings by donating them to the British Heart Foundation. Anything that can't be recycled and won't fit into your black bin can be

disposed of via the Red Sack scheme. Special BHF sacks and red sacks will be available to collect from the **Student Advice Centre** and **Smart Move Sheffield** from mid-May. [sheffieldsu.com/donatedontwaste](http://sheffieldsu.com/donatedontwaste)



**Don't forget about your deposit.** Follow any 'checking out' guidance from landlord. Most deposits should be in a protected deposit protection scheme. Some have a 90-day time limit on registering a dispute, so it's important not to miss this. See [su.sheffield.ac.uk/student-advice-centre/housing/leaving-a-house/deposit-faqs](http://su.sheffield.ac.uk/student-advice-centre/housing/leaving-a-house/deposit-faqs) for more information on how to get your deposit back.