Your Guide to...
Moving Out of Sheffield 3

In other words deposits, inventories & inspections

2018
Returning your fobs

By 10am you need to hand in your...

- Fob

HAND IN TO:
- Sheffield 3 reception (open 24/7)

Oops... If you forget, you will need to post your fob back to Sheffield 3 reception by Royal Mail Special Delivery or by courier. Fobs should be posted in a well secured, padded envelope; and sent by recorded delivery for your peace of mind. Ensure you pay the correct postage or your fob will be returned to sender. Please remember to redirect your post or it will be returned to sender. Don’t forget to put a note inside to tell us where you were living.

If we’ve not received your fob within 7 working days, you’ll be charged £20 per fob.

For more information:
Visit Sheffield 3 reception
Call 0114 276 8411
Email sheffield.3@studentroost.co.uk
Dates to remember

Confirm your bank details via MUSE
FROM APRIL 30 TO JULY 13

Donate your unwanted items at the British Heart Foundation collection points
ALL YEAR ROUND

Move out and hand in your keys before 10am
JULY 7

If you don't remove your bike within 28 days of your contract end date, your cycle will be donated to charity.
When you moved in...

You paid a £150 deposit, which is held in case you’re responsible for any damage or cleaning issues whilst you live here. You should have also completed an inventory online at http://onlineinventory.shef.induction.org.uk/Login.aspx to let us know if there were any problems with your accommodation. If you have forgotten your password, there is a ‘forgot password’ option on the login page.

Who’s charged for what?

After you’ve moved out...
Your room and shared areas will be inspected. If there’s a difference between what you identified in your inventory and what we find when we inspect your accommodation, you may be charged to put things right. Don’t worry though, we never charge for general wear and tear.

If you didn’t complete an inventory...
If there’s any damage or missing items, we have to assume that you are responsible and you may be charged accordingly.

You’ll find out if you’ve been charged...
Within six weeks of your contract end date, we’ll email you with instructions explaining how to view your deposit statement online.

If charges are more than £150...
We will withhold your deposit and send a payment link invoice you to pay the remaining amount owed.

Charges less than £150...
This will be deducted from your deposit and any remaining funds will be refunded directly to your bank account (see overleaf).
WHO'S CHARGED FOR WHAT?

PROBLEMS IDENTIFIED IN A BEDROOM
The individual resident will be charged

PROBLEMS IDENTIFIED IN SHARED KITCHENS, BATHROOMS AND LIVING AREAS
The cost will be split between all residents of the flat unless those responsible are identified

PROBLEMS IDENTIFIED IN SHARED HALLWAYS, STAIRWELLS AND LIFTS
The cost will be split between all residents in the block unless those responsible are identified

COMMON CHARGES INCLUDE...

- Removing rubbish, £10 per bag
- Painting, £50 per wall
- Mattress Single/Double, £65/£85
- Computer chair, £50
- Broken or missing items, e.g. £20 to replace a ceiling tile
- Replacing a waste bin, £10
- Fire extinguishers, £65
- Sofa damage, £200-£400
- Stained bedroom carpet, £21 per m²
- Door replacement £90-£220

The prices you see here are approximate and aren’t just for the items but may also include labour, VAT, and delivery.

Confirm your bank account details

You need to let us know which UK bank account you’d like any remaining deposit to be paid into. To do this, log into MUSE now and follow the instructions. You have until 12 July 2017 to provide this information. There may be a delay in getting your funds back to you if you don’t. NEVER send your bank account details via email! To find out more about confirming your bank account, please email residencefees@sheffield.ac.uk or call the Income Office 0114 222 4868.

Deposit returns

The sooner you report any damage in your flat or house, the quicker we can process it and return the deposit. Remember that if you don’t report something and it then breaks beyond repair, you may be charged for it. Your deposit will be returned to you within 28 working days of your contract end date. To report maintenance jobs and/or damage please contact the ACS help desk:

Call 0114 222 4488 (option 1) or email: acs-helpdesk@sheffield.ac.uk.
How to pass your end of year inspection

Tips from housekeeping

1. Take posters down carefully - damage to walls and paintwork is one of the most common charges.
2. Vacuum and mop the floors.
3. Clean the bathroom tiles, sink and toilet.
4. Empty, unplug, defrost & clean your fridge/freezer and leave the doors open. Non-perishable food items left will be donated to charity whilst others will be placed in the re-food bins or disposed of.
5. Take all domestic waste to the external bins, there will be a charge per bag of rubbish if left.
6. Clean the oven, hob, grill and microwave.
7. Leave cupboards, drawers and work surfaces clean and clear.
8. Check you have packed everything. We have no storage facilities for belongings after your contract ends.

“Why not agree a date with your flatmates to tidy and clean together before you all move out? It’s not fair to leave others to sort things out after you’ve gone.” Residence Life

Maintenance

If something is missing or damaged, log it onto the Main Manager APP or report it to a member of the team at Sheffield 3 reception.
Accommodation for next year

There are still rooms to rent from September 2018. Get in touch today to find out more.
Call: 0114 222 4488
Email: accommodationoffice@sheffield.ac.uk

We hope you’ve had a fantastic year in University accommodation and that we’ve been able to offer you the support, guidance and advice you’ve needed during your time here. We’re here until the end of term, so if you’d like to talk to someone before you leave, get in touch on the numbers above.

Staying over the summer?
There are rooms available in some properties if you are staying in Sheffield during the summer vacation. Find out more: www.sheffield.ac.uk/accommodation/summervacation or email vacationres@sheffield.ac.uk

Voted in the top 5 for Accommodation six years in a row

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www.sheffield.ac.uk/accommodation
accommodationoffice@sheffield.ac.uk

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