

# Your guide to checking out of CODE Student Accommodation

Thank you for staying with CODE and  
Good Luck for the Future!

[codestudents.co/leaving-leics](http://codestudents.co/leaving-leics)

Visit the website for our FAQs and top tips on avoiding charges



CODE

# SAYING GOODBYE

First of all we would like to thank you again for choosing to live with CODE STUDENT ACCOMMODATION, we hope that we have provided you with a comfortable home whilst at University.

It is coming to the end of your contract and if you are leaving us, then you will need to clear your flat and return your keys. Please complete all sections of this booklet. Our staff will sign this page - please keep this as your receipt.

## After you hand in your keys

The following are guidelines for you, so you know what to expect regarding your deposit.

**Step 1:** Your deposit total stands at £300 and provided that there are no deductions to be made, this should be returned to you in full\*.

**Step 2:** As you are on an Exclusive Electricity contract a final bill will be raised to cover usage to the end of your tenancy agreement. If there are sufficient funds after carrying out a final inspection of your CODE flat then we reserve the right to deduct this amount from your deposit. Alternatively a final bill will be sent via email for payment in full within 7 days.

**Step 3:** If you have returned your keys before the end of your tenancy we will make every effort to inspect your room early and refund your deposit however please be aware we may not carry out an inspection until the end of your tenancy agreement.

**Step 4:** If you have any queries regarding any deductions please initially contact the CODE Office on 0116 2335678 or e-mail [leicesterdeposits@codestudents.co.uk](mailto:leicesterdeposits@codestudents.co.uk) with your flat details as the subject. We will aim to respond to your query within 7 working days.

## Confirmation of key return - resident copy

By returning your keys you are handing your flat back to CODE and will no longer be able to access the property. Any items left in the room after the keys have been returned will be removed and disposed of.

Please sign below in acknowledgment of the above.

Address:

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Code Flat:

Student Signature:

Date:

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Keys have been received by:

Staff Name:

Date:

\* **PLEASE NOTE:** Deposits will not be returned until all charges (if any) have been agreed upon by both CODE and the tenant.

We are always looking at how we can improve your time with CODE Students and your departure is important to us. If you have any questions at all please feel free to pop on-line and ask our friendly Customer Care Angels and they will be happy to help.

Finally, we would like to thank you again for staying at CODE students and wish you all the best for the future!



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[leicester@codestudents.co.uk](mailto:leicester@codestudents.co.uk)  
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Before you leave your flat, please carry out a final check. You will not be able to return to your flat once your keys have been handed in.

Please complete the 'to do list' and remove **all** belongings.

To Do	Completed ✓
Empty and clean your fridge and freezer, leave your fridge and freezer doors open when leaving the flat, there is a drip tray to catch any water as the freezer defrosts. You can collect wedges from the CODE office	
Clean out all wardrobes, cupboards and drawers	
Double check under the bed for any items stored	
Sweep and mop floor areas	
Check that your radiator is turned off at the wall	
Clean your microwave, oven and hob – making sure all trays and grills are inside and cleaned	
Remove personal items / food / cleaning products (Even if items are left with good intention you will be charged for their removal)	
Clean the toilet and shower including shower head, shower tray and ensure the plug hole is clean and clear of any debris	
Remove all rubbish from the flat when leaving as we will charge you for each bag we need to remove!	
Take your bike with you	
Turn all electrics off at the consumer unit / fuse board. (If you leave this on and units are used then you will continue to be charged)	
Close your windows and double lock your door to secure the flat	
Return your keys to the CODE office in person	

## Confirmation of key return - Office Copy

### Exclusive Contracts

As you are on an Exclusive Electricity contract a final bill will be raised to cover usage to the end of your tenancy agreement. If there are sufficient funds after carrying out a final inspection of your CODE flat, then we reserve the right to deduct this amount from your deposit. Alternatively, a final bill will be sent to your forwarding address for payment in full within 7 days.

**Please note that by returning your keys you are handing your flat back to CODE and will no longer be able to access the property. Any items left in the room after the keys have been returned will be removed and disposed of.**

Please sign below in acknowledgement of the above.

Flat & Address: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Keys have been received by: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Key Return Form

Thank you for returning your keys to CODE Students. Please provide us with the following details in order for us to proceed with your checkout.

What year did you move into your current flat?

Date

Front Door Key

Fob

Address

Flat Key

Number of Sets returned

Flat Number

Post Box Key

Full Meter Read **Office use only**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

## For Office Purposes Only

Please ensure the following is completed before handing over to maintenance:

Staff Name		Checkout Maintenance Notes
Key no. checked against spreadsheet	<input type="checkbox"/>	
Full Set of Keys Tagged with Room No. Bagged and Placed in Key Return Box	<input type="checkbox"/>	
Receipt of Signed Key Return form	<input type="checkbox"/>	
Feedback card issued	<input type="checkbox"/>	
TCAS - Checked Out	<input type="checkbox"/>	
TCAS - Checked Debt	<input type="checkbox"/>	
TCAS - Forwarding Address Added	<input type="checkbox"/>	
Email Room Number to lkeyreturns@	<input type="checkbox"/>	
Exclusive - Amount to be billed / deducted	£ <input type="text"/>	
<b>Total Deductions</b>	<b>£</b> <input type="text"/>	