

Dear All Students

We are rapidly approaching the saddest part of the year where we need to say goodbye to some of our fellow Manor Villages residents. I want to take this opportunity to say it has been a pleasure getting to know you and from all of us at Manor Villages, we wish you luck in the next step of your journey.

`Wait, what is the move out process I hear you all cry!` Well, that is the next thing I wanted to explain.

There is a Manor Villages check out process that I need all students to adhere to, whether it is within office hours or not. Office staff will perform check out inspections/key returns Monday – Friday 9am – 4pm if you are moving out of the accommodation on an evening or weekend, we will check your room on the next available working day. Below is a step by step guide to our process.

- Inform Manor Villages staff what day/time you will be moving out. Manor Villages team will then make a note of this in the Manor Villages check out diary.
- On the day of leaving you need to make sure that your room is empty and back to its original state. All rubbish & additional furniture bought removed.
- On the date/time requested you should come down to reception and ask the office staff to go up and complete the inspection
- Once the inspection has been completed and your room has been locked you will need to sign a `return keys` form in and give your keys back, or if it is out of hours on an evening or weekend please post your key in the post box in the security office (in the laundry)
- Once your tenancy has ended (depending on your original tenancy length) your deposit will be returned to you. If there were any damages/cleaning charges, your deposit will be returned minus these costs.

If you have any queries on the move out process please do not hesitate to email or call the Manor Villages reception.

*“The main thing that you have to remember on this journey is, just be nice to everyone and always smile”*