

MOVING IN BELONGINGS - Your responsibilities

PLEASE READ CAREFULLY

As you will no doubt be aware, you are only permitted to leave up to four boxes/suitcases of belongings in your room over the summer from the 15th July. As stated, the reason for this is so the flats can be properly inspected, cleaned and so that maintenance can take place. Any more than four boxes/suitcases found to be left in your room may result in work not being undertaken and your flat not properly prepared for you. **DO NOT leave belongings in bin liners/rubbish bags as this can easily be mistaken for rubbish and may result in your possessions being lost or thrown away.** Please ensure that all boxes/suitcases are clearly labelled with your name and the words **“NEW TENANT”** and are left in the middle the bedroom(s) of the property **NOT** the kitchen or lounge.

Example of how to leave your belongings

We strongly advise that you do not leave any valuables in your room over the summer as contractors will have access to your accommodation on a frequent basis.

Neither Westmanor Student Living nor your Landlord take responsibility for any belongings left in the accommodation during this busy period and you therefore leave your possessions in the accommodation at your own risk.

PLEASE BE AWARE THAT AFTER BORROWING THE KEYS TO MOVE YOUR BELONGINGS IN, THE KEYS NEED TO BE RETURNED TO WESTMANOR STUDENT LIVING THE SAME DAY NO LATER THAN 3.00PM. FAILURE TO RETURN YOUR KEYS WILL RESULT IN YOU BEING CHARGED FULL RENT PER NIGHT UNTIL THEY ARE RETURNED AND/OR THE COST FOR A REPLACEMENT LOCK AND NEW SET OF KEY(S).



Please sign below to confirm that you agree to the terms and conditions stated above.

Please either return this form via email info@westmanorstudentliving.co.uk or bring this form with you when you come to our office to borrow your keys.

Thank you for your co-operation.

Property		Flat No & Room	
Print Name			
Sign		Date	