

Notts Relocate Leaving Information – July 2026

If you want to leave, serve notice or move out of the property please read the following information carefully.

How to Serve Notice to leave

- You must serve formal notice, all notices must be sent to us on our Jotform:
<https://form.jotform.com/261724184589064>

Your Notice Date

- To determine your notice date use the following information.
- All contracts **notice period is 60 days or two months OR**
- For contracts agreed before 1st May (that dates have expired) your notice period is 30 days, otherwise it is 60 days.
- Please ensure the above is accurately represented on the form.

If you want to leave sooner than 60 days.

- OR if you want to leave before the notice date you must continue to pay rent but may agree to pay our marketing costs under E of the contract and be released early when we find a new tenant. This is strictly based upon a new tenant paying and no guarantees can be made.
- Under Clause E all rents must continue to be paid as must reasonable marketing costs of finding a new tenant (cost price).
- We can also refund rents in advance if another person moves in during the rent period paid for in advance. Please contact the office for more information
relocatenotts@gmail.com

Reference Requests

- We can meet reference requests but only **after** notice has been served. Please use the office email for any reference request.

Leaving The Room – Tidying Up

- As your notice date approaches you must get your room ready to move out and leave it as you found it to avoid deposit deductions.
- All personal effects must be removed from the room, corridors and shared areas.
- All shared areas will be checked thoroughly including basements and if your personal effects are found we will charge for removal. It is always cheaper for you to clear rubbish yourself as it is expensive for us to do so.

- Hoover the floor and return the room, domestically cleaned as you found it. Our cleaner will check the room but any cleaning beyond 30 minutes is chargeable to you.

Key Return

- Leave the key exactly where you collected it ie the tenant access box. The office will inform you of the exact codes. It is important that you always leave the tenant access key in the key box or it can cause significant issues.

Deposit Return

- If you have paid a deposit, on the leaving form you must add bank details for the deposit return (we do not hold them).
- We will check the room and shared areas that no items have been left and that you have left the room reasonably before agreeing a return.
- We try to return deposits in 7 days. If you have not received your deposit back in 7 days, please email the office. We do payment runs every Friday.
- Please email relocatenotts@gmail.com for further enquires regards a deposit return.