



Defence Infrastructure Organisation

The Pre Move Out Advisory Leaflet for Service Family Accommodation (SFA) in Northern Ireland

Advice for a successful Move Out

You're moving and Defence Infrastructure Organisation (DIO) Operations Accommodation knows that this time can be very busy and stressful. This leaflet aims to make the move as easy and stress free for you and your family as possible by providing advice and key points about the Move Out process.

The Move Out process	Page
- Your Pre Move Out Advisory Visit	2
- Date and time of your Move Out	2
- Using a Proxy at Move Out	2
 Preparing for your Move Out	
- Publically funded Cleaning Scheme	3
- Things to consider	
- Keys and documentation	3
- Inside your SFA	4
- Outside your SFA	6

THE MOVE OUT PROCESS

Your Pre Move Out Advisory Visit

The Single Services have agreed that the Pre Move Out Advisory Visit (PMOAV) is mandatory and should be arranged by all occupants in advance of their Move Out. The visit provides you with an ideal opportunity to discuss your Move Out with your Housing Officer (HO) and it is chance for you to get helpful information on preparing the SFA for your Move Out – for example you could be advised on small steps to take to avoid Move Out charges. Please refer to your Licence to Occupy for the complete requirements as a Licensee.

Date and time of your Move Out

A HO will attend the Move Out appointment on the date and time you agree with the Housing Allocations Service Centre (HASC). The HASC will confirm your Move Out appointment in writing. Your SFA property must be ready, in all respects, at the agreed time. The following pages offer you helpful hints and tips on preparing your SFA.

The HO works to an appointment system so if you are not going to be ready for whatever reason, please contact the HASC to arrange an alternative appointment as soon as possible. Failure to do so may result in the HO being unable to undertake your Move Out and cause you and your family inconvenience and delay.

If you are using a removal firm, ensure they are aware of the time you need them to arrive, allowing enough time to remove all your possessions and sufficient time for you to complete the final Move Out preparations before handing back the property.

Housing Allocations Service Centre - 0800 169 6322 (Option 5)

Using a Proxy at Move Out

If the Licensee is not available for the Move Out, a Proxy (i.e. a person authorised to act for another) may be nominated and authorised to act on their behalf. NB: Only Service personnel or a Spouse/Civil Partner can be nominated to act as a Proxy.

A Proxy form will be attached to the confirmation of appointment details. This form must be completed, signed by the Licence and returned to the HASC prior to the Move Out appointment.

In nominating a Proxy to undertake the handover of the property on your behalf, you agree to accept the Move Out report, detailing the condition of the property, and any charges that may be appropriate where the standard at Move Out is inappropriate.

PREPARING FOR YOUR MOVE OUT

Publically funded Cleaning Scheme

In Northern Ireland, the publically funded Cleaning Scheme is still currently in operation for all SFA. This means that families vacating SFA will automatically have their property cleaned. Please note: A minimum standard of cleaning still needs to be done by you before you leave the property. The Scheme details will be explained by the Housing Officer during your Pre Move Out Advisory Visit. The information highlighted in the Move Out Checklist at the end of this leaflet is therefore for information only.

Things to consider: Keys and documentation

Keys

All keys to the property and garage provided at Move In must be handed over at your Move Out. As you may be liable for the cost of replacement locks where keys to exterior doors are missing you are strongly advised to ensure that any replacement keys are obtained/cut prior to the Move Out appointment.

Documentation

By law, all properties have gas safety checks carried out annually. The Gas Safety Test Certificate issued at the last annual check on your SFA should be made available to the HO at the Pre Move Out and Move Out visit.

There may be other documentation relating to the property, fittings or fixtures that needs to be retained and passed to the HO.

Redirection of mail

DIO Operations Accommodation is not responsible for redirecting mail - it is your responsibility to arrange for your post to be redirected to your new address by making the necessary arrangements with Royal Mail. Your Disturbance Allowance includes an element to pay for this.

Remember to allow enough time to do this as it takes up to five working days to come into effect once Royal Mail have received your application.

Utility bills – gas and electricity

You must inform the utility companies you are moving from your present property and cancel any direct debits with your bank. The utility meters will be read at Move Out and you will be asked to authorise release of your forwarding address to the utility companies that you have accounts with. The HO will notify these companies of the readings and your forwarding address. All final accounts will then be sent to your new address.

In accordance with the Data Protection Act, DIO Operations Accommodation staff are not allowed to open or close utility accounts for occupants of SFA.

Things to consider: Inside your SFA

Bathroom, WCs and cloakrooms

Particular care must be taken with the cleaning of the bathroom, WCs and cloakrooms to ensure hygienic cleaning of baths, sinks, WCs, floors and fluorescent light diffusers. Taps and the showerhead must be thoroughly de-scaled. Shower cubicles, screens and shower curtains should be cleaned and stain free. If you have put carpets in the bathrooms or WCs, these must be removed. Air vents and fans should be clean and dust free and all pull cords cleaned.

Carpets

Carpets must be clean, stain and infestation free. You may be liable for charges for any additional stains or damage to carpets other than that documented on Move In. Any charges would be assessed according to the extent of the damage and the remaining life of the carpet. If you have pets you will be required to provide evidence that the floor coverings and/or soft furnishings have (in the case of cats and dogs) been professionally cleaned or that you have self administered an appropriate pesticide and/or deodorising treatment applied prior to moving out. If infestation is apparent after Move Out, charges may be incurred and forwarded on to you. Detailed advice will be given to you at the Pre Move-Out visit.

Curtains and blinds

If you have used your own curtains during occupancy, these must be removed and those provided with the property must be pressed, hung and in a clean condition at Move Out.

Curtains and window blinds should be clean and free from marks.

Decoration

Fair wear and tear to paintwork and walls is acceptable. However, walls and paintwork must be washed down and all finger marks removed.

If you have carried out redecoration which is other than white gloss-work, white emulsion ceilings and vinyl silk magnolia emulsion to the walls you are required to return these to the original colours or be liable for charges to enable the contractors to reinstate.

Wallpaper or decorative borders must be removed and made good and the walls redecorated if necessary. The same applies to painted stencil work, which must be completely covered. This will be fully discussed during the Pre-Move Out visit.

Picture hooks, nails, poster adhesive and shelving should be removed and the walls made good, except where it has been previously agreed that they may be left in place.

Gas and electricity meters

If you have fitted a key/card meter during occupancy you must arrange for this to be replaced with a standard meter before you Move Out. The HO may have to defer Move Out until you have changed the meter over. You may also incur additional charges if a replacement meter has to be fitted by DIO Operations Accommodation.

If you have any queries with regard to your meter, please contact the HASC or HO for further guidance.

Kitchen

Kitchen sinks, cupboards, drawers, worktops and all surfaces should be cleaned, particularly areas where grease may have accumulated.

Pay special attention to cleaning the cooker – it should be degreased, cleaned and ready for immediate use by the incoming family.

Wall tiles and floor tiles should be degreased, cleaned and dry prior to Move Out. The kitchen fluorescent light diffuser must be removed, cleaned and refitted.

Pets

If you have had pets, particularly cats and dogs, you must ensure there are no hairs or any infestation present in the house. You will be required to provide evidence that the floor coverings and/or soft furnishings have (in the case of cats and dogs) been professionally cleaned or that you have self administered an appropriate pesticide and/or deodorising treatment applied prior to moving out. If carpets have not been thoroughly cleaned you may be liable for charges for cleaning/de-infestation of the carpets at Move Out, or at a later date if the infestation is not detected at Move Out.

If you have installed a cat/pet flap in any door you must make arrangements for removal of the flap and the door panels to be reinstated.

See the section on 'Gardens' below about damage or mess created by pets.

Repairs

Any outstanding repairs on you Move Out (which are deemed to be other than fair wear and tear) may be recharged to you. Spend some time to check your SFA and make sure that you report any repairs well in advance of your Move Out.

**To report your repairs telephone:
0800 030 4651**

Things to consider: Outside your SFA

Garages, sheds and out buildings

Garages, sheds and out buildings (including their windows and doors) should be cleaned, swept out and cobweb free. All keys should be made available for handover at Move Out. Any oil stains should be degreased and removed.

Gardens

Maintaining the garden is your responsibility and gardens must be left in a tidy condition with the grass cut and all grass cuttings removed. Flower beds/borders need to be dug over and tidy. Entrance areas, paths and patios should be swept clean and weed free.

Drainpipe wells should be clear of leaves and rubbish. Compost heaps and any accumulation of leaves should be removed or dug in to the garden. And if you have put in a pond then you should fill it in and restore the ground to its original condition.

Hedges/shrubs should be kept tidy and, where necessary, cut to a manageable level, between September and February to avoid the bird nesting season, and in accordance with the Wildlife and Countryside Act 1981.

Please contact the maintenance helpdesk to attend to trees, or hedges over 2.5m high - work is not carried out between March and September.

If you have had pets you must ensure any damage to the garden is repaired correctly and any faeces removed from the garden and disposed of safely.

Garden furniture and play equipment

Please remove your garden furniture and play equipment (such as slides, swings, trampolines, garden storage and greenhouses).

Where grass has been damaged or has died you need to ensure the affected area is re-grassed or repaired.

Rubbish

Rubbish, including any in the garden, garage and other outbuildings, must be removed from the property. Rubbish bins should be left empty and clean inside and out.

Satellite dishes, TV aerial boosters

Satellite dishes may be left in place. If removed, any damage caused by the fitting of such equipment must be made good. Where TV aerials boosters have been provided these must remain in the property.