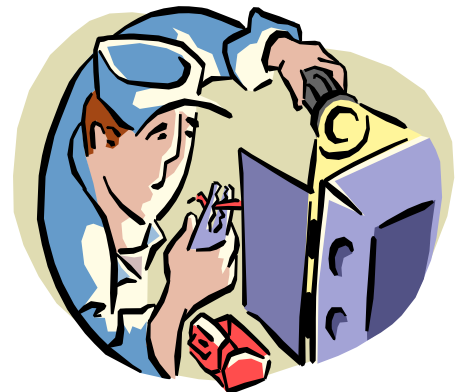
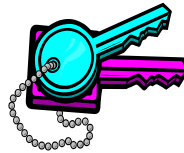


Are you moving?



HAVE YOU REMEMBERED TO:

- Cancel milk & papers?
- Get your mail redirected?
- Book a removal van?
- Ensured all rubbish & unwanted items removed?
- Read the meters?
- Told utility companies of your move?
- Filled out new housing benefit, council tax forms?
- Inform Benefits Agency & Job Centre of the move?
- Have all other services disconnected?
- Give friends & family your new address?



Things to do

Returning your keys

Your tenancy ends on a Sunday so you must return all the keys to our office by 10 am on Monday.

If you return your keys after 10 am you will be charged another weeks rent.



Remember Gas, Electric and Water Meter readings

Please read all meters and let your suppliers know your final reading. This will stop you being billed for usage after you have moved out.

Have you let the following businesses know you are moving?

- Housing Benefit Department
- Benefits Agency
- Council Tax
- Your Bank or Building

Please take all your belongings with you even the ones you don't want!

If there are any items of furniture, carpets or any bags of rubbish left in the property, then we will have them removed.

You will be charged for the full cost of removal and any cleaning required. That old wardrobe and old clothes could turn out to cost you a lot of money!

Your Mail

You can arrange to have your mail forwarded by completing a form at any post office for a fee.

While the property is empty we will forward on any mail to you but if you are expecting something important please arrange for it to be forwarded.

Do you have rent arrears?

If you leave and still owe rent please make an arrangement to pay before you move. We will trace you; we work closely with all landlords, Council Tax, Housing Benefit, electricity and gas suppliers to find your new address. Please contact us before we contact you! A new landlord may be willing to rehouse you if you have a repayment plan in place to clear your arrears.