

## Moving Out Checklist

- Ensure your rent is fully paid or arrange to pay arrears.
- Remove all furniture, carpets and belongings.
- Clear out all cupboards and sheds
- Clear all rubbish and unwanted items (e. g. old furniture) from your home, loft and garden - if you leave unwanted items behind, you will be charged for the cost of removing them
- Contact the utility companies with your final meter readings or you will still be liable for whatever the next tenant uses. You must also let us know who your gas and electricity supplier is.
- Tell the council's council tax, and – if you claim it – benefits offices
- Give us a forwarding address
- Return all keys, including any communal entrance fobs, meter keys, outhouse and garage keys. If all are not returned, you will be charged for the cost of changing the locks.
- Make good any damage or carry out any repairs which are your responsibility

If you do not comply with the above, you will have to pay the associated costs. If failure to comply results in unlawful occupation of the property when you leave, you may be liable for court costs incurred in recovering vacant possession.

## Alterations

Apart from decorating, you must have obtained our written permission before carrying out any alterations or improvements to your home. If you have made any alterations or improvements, check with us to see if you are expected to leave them in place or return the property to its original condition before you leave. Any work required to reinstate original fittings or replace missing fixtures **MUST** be carried out by a professional

tradesperson (or a Gas Safe registered engineer for gas appliances/installation).