



## Moving Out of Your Home

If you plan on giving up your Melville tenancy, you must let us know, in writing, at least four weeks before you leave. If you do not, we may charge you rent for the full four week period. The same applies to a garage or lock-up

You must remove all your belongings and leave the property clean. If you do not we will charge you for clearing and/or cleaning the property after you have left.

On termination of your tenancy we may discover other repairs that could be your responsibility, these might be things previously covered by furniture, carpets or other floor coverings. If you are unsure about any item you find while clearing your property or would like to discuss this matter further, please do not hesitate to ask us.

### Moving out checklist

Before handing in your keys make sure that:

- you have paid any rent or charges you owe us
- the property is clean
- all your furniture, carpets, belongings and rubbish have been removed, including from sheds, lofts and gardens
- you have done any repairs and redecoration that are your responsibility
- you have contacted gas, electricity and telephone companies to finalise your accounts
- you keep a note of your meter readings to check your final bills
- you contact the Council's Housing Benefit/Council tax sections to let them know you are moving
- you arrange for a GAS SAFE registered gas installer to disconnect any gas appliances including your cooker
- you have your mail redirected
- if you receive welfare benefits, you notify the DWP of your change in circumstances

## Moving home

When moving out, please leave your home in a good condition. Here are some examples of good and poor standards.

✓ LIKE THIS...



✗ NOT THIS



If you leave your home in a poor condition you will be charged for the cost of bringing it back to a satisfactory standard for the next person who moves in.