

# Ending your tenancy check list

Tick each box when you have done this job. You will find this a useful check!

1	<input type="checkbox"/>	Write to Housing Options to say that you are ending your tenancy. Give the date when you intend to move out. (Four weeks' notice is required).
2	<input type="checkbox"/>	Write to or telephone the Housing Benefit section to tell them you are moving.
3	<input type="checkbox"/>	Inform the DWP if you receive a retirement pension, income support/JSA or any other benefits.
4	<input type="checkbox"/>	Arrange for the gas meter to be read.
5	<input type="checkbox"/>	Arrange for the electricity meter to be read.
6	<input type="checkbox"/>	Tell your telephone supplier about your move.
7	<input type="checkbox"/>	Arrange for the water meter to be read, if this is appropriate.
8	<input type="checkbox"/>	Arrange the removal of furniture and all of your other possessions.
9	<input type="checkbox"/>	Give instructions to the Post Office about redirecting your post.
10	<input type="checkbox"/>	Tell your home contents insurance company about your move.
11	<input type="checkbox"/>	Arrange for your property to be cleaned and for any rubbish to be taken away.
12	<input type="checkbox"/>	Return your keys with the attached Key Schedule form. Remember to do this by <b>9.30 am on the Monday that the tenancy ends</b> . Remember: if you don't do this, another full week's rent will be charged until the keys are returned.