

## Moving out

- Turn off the heating unless you are moving out between November and March. During these months please leave the heating on a timer for two hours per day and the thermostat set to 14 degrees celsius.
- Lock all doors and windows (if locks are available) and set burglar alarms, advise us immediately of any defects.

## Cleaning

- Use your ingoing inventory to ensure the property is being returned in the same condition as when you moved in
- Clean the property very thoroughly, Pay particular attention to appliances, cupboards, under furniture, skirting boards, windows and bathrooms.
- Remove all personal items - including food stuffs and cleaning materials.
- Ensure all bulbs/spotlights are working, replace any which are not.
- Turn off all taps and unplug basins and baths.
- Defrost fridge and freezer. **Do not** turn the fridge/freezer off unless you can ensure both fridge and freezer doors will remain propped open.

**Please be aware that if the property is not left in a clean condition, professional cleaners will be instructed. The cost for this will be charged to you, the tenants.**

## Keys

- Keys must be returned to homes4u's property management department in Withington before 12.00 noon on the last day of your tenancy.
- If any keys are missing, and/or if keys are not returned in line with the terms of your tenancy, you may incur a charge.
- Please ensure your keys are signed in by a member of the homes4u team and you are given a receipt.
- Any keys posted through doors or sent by postal service may not be recognised as having been returned.

**Please make a note of the alarm code here:** \_\_\_\_\_

## Rent payment

Please ensure that your account is up to date.

## Final bills

Please contact your current provider and request final bills to be sent to your new address. You remain liable for your utility accounts until the end of your tenancy. Please make a note of your final readings below;

### 1. Electric Supply

<b>Name of Current Supplier</b>			
<b>Account holder name</b>		<b>Account reference</b>	
<b>Pre payment meter?</b>	<b>Yes/No</b>	<b>Meter Serial number</b>	
<b>Current Reading</b>		<b>Date taken</b>	
<b>High Reading</b>		<b>Date taken</b>	
<b>Low Reading</b>		<b>Date taken</b>	

### 2. Gas supply

<b>Name of Current Supplier</b>			
<b>Account holder name</b>		<b>Account reference</b>	
<b>Is it a pre payment</b>	<b>Yes/No</b>	<b>Meter Serial number</b>	
<b>Gas reading</b>		<b>Date Taken</b>	

### 3. Water Supply

<b>Name of supplier</b>	<b>United Utilities</b>		
<b>Account holder name</b>		<b>Account reference</b>	
<b>Is there a water meter?</b>	<b>Yes/No</b>	<b>Meter serial number</b>	
<b>Date reading taken</b>			

## Council Tax

Please provide confirmation that your council tax account is closed up to the end of your tenancy. For student tenants, we require a copy of your exemption certificate.

## After Your Move

The property will be inspected by a member of our property management team once you have vacated the property and the inspection results will be emailed to the lead tenant.

If the property is found not to be in the same condition from the start of your tenancy there will be charges placed on your deposit. You will be notified of the work required and the charges applied.

We cannot forward mail and you will not be permitted access once your tenancy has ended. Call the Royal Mail on 0845 774 0740 to arrange re-direction.

## Deposit

Your deposit has been protected with MyDeposits 0333 321 9401 info@mydeposits.co.uk

For DPS deposit returns you will need the repayment ID which you can get from their [page](#) above. Visit the **'Help'** section and select **'Quick Links'** and then select **'Request a Repayment ID Reminder'**. Alternatively you can call them on the contact number above.

**DPS Repayment ID:** \_\_\_\_\_

Please be advised that in line with the terms of your tenancy agreement we can only act on the instructions of the lead tenant on the return of the deposit. Unless instructed otherwise, the deposit will be returned to the lead tenants account.

## Lead Tenants Details

<b>Bank Name</b>		<b>Account Name</b>	
<b>Account number</b>		<b>Sort Code</b>	
<b>Forwarding address</b>			

If the refund is to be apportioned between the tenants please give details below

Tenant Name	Apportionment (%)	Account number	Sort Code
LEAD TENANT		As above	As above

**Lead Tenant's Signature:**

**Print:**

**Date:**