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| **Have you completed the following?** | **Yes** | **No** |
| Tell us you intend to move, when, and where to |  |  |
| Complete a Tenancy Termination Form online  |  |  |
| If you have a joint tenancy, please note that **both** tenants must sign the termination form |  |  |
| Tell Housing Benefit you are moving |  |  |
| Tell Department of Work & Pensions (UC/Pensions credits) you are moving |  |  |
| Provided gas and electricity readings to your supplier |  |  |
| Tell telephone company you are moving |  |  |
| Give water meter reading to Affinity Water |  |  |
| Arrange for removals |  |  |
| Redirect post / cancel milk or newspaper delivery |  |  |
| Advise insurance companies  |  |  |
| Clear and clean the property, removing all items from the garden and loft |  |  |
| Return all keys for the property to the Council |  |  |