Ending a Tenancy Check list

Have you completed the following?

* Tell us you intend to move, when and where to Y/N
* Completed and returned a Tenancy Termination Form. Y/N
* Told Housing Benefit if you receive this. Y/N
* Told Department of Work & Pensions (UC/Pensions credits) Y/N
* Provided Gas and electricity readings to your supplier? Y/N
* Advised telephone company Y/N
* Provided water meter reading to Affinity Water? Y/N
* Arranged for removals Y/N
* Redirected Post/cancelled milk or newspapers Y/N
* Advised any insurance companies Y/N
* Cleared and cleaned the property, removed all items from Y/N

the garden and loft

* Returned all keys for the property to the Council Y/N