



END OF TENANCY CHECKLIST

191 Brandon Street, Motherwell ML1 1RS ☎ 01698 269119

If you are intending to leave our house, you must give us 28 days' notice. You must ensure when you return your keys to us, that your home is in an acceptable condition. Ask at our office for a termination of tenancy form and arrange a Pre-term inspection visit prior to your agreed leaving date.

When you are moving house there are so many things you must remember to do and people to tell, it is easy to forget to tell someone. If you forget to give everyone notice of your move, this can cause difficulties at a later stage for everyone concerned.

It may be an idea to write a letter to all the appropriate people or get a letter photocopied and this it is only a matter of filling out the details for everyone you must tell.

This checklist may help you to remember to notify the right people at this hectic time.

Landlord		Employer		Building society	
Benefits Agency		Union		Catalogues	
Housing Benefit Office		Inland Revenue		Store cards and Accounts	
Council Tax		School, College or University		Bank	
Electricity supplier		Doctor			
Gas supplier		Dentist			
Phone company		Car Insurance, AA or RAC			
Cable and Satellite		Driving License			

There may be some on this list that do not apply to you.

There may be some missing.

This should help you remember most of the important people will need notice.