ON THE MOVE CHECKLIST

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Give 28 days notice in writing to terminate your tenancy	
Book a pre termination appointment with our voids officer by emailing propertylettings@winchester.gov.uk	
Return all keys to the Customer Service Centre by 12:00 noon on the day after your tenancy expires (Monday if it ends on a Friday)	
Clear your rent account and any associated costs	
Leave a forwarding address for yourself or next of kin, if acting on behalf of deceased tenant	
Inform Council Tax and Housing Benefit	
Clear the property, garden, balcony, loft, porch, shed or outhouse must also be clear.	
All belongings and any rubbish must be removed, DIY patios and decking must be taken up and disposed of and any ponds must be emptied and backfilled with soil. (This will be discussed at your pre-term appointment as anything in good condition can stay, if it is unwanted).	
Remove carpets and curtain rails (This will be discussed at your pre-term appointment as anything in good condition can stay, if it is unwanted).	
Arrange for your gas or electric cooker to be disconnected and installed in your new home and take a meter reading for all utilities.	
Secure the property and give us vacant possession on the termination date	
Re-direct your post through Royal Mail for 1, 3, 6 or 12 months. Forms available at the Post Office or on-line at www.royalmail.com	

Give your new address to: ✓

Banks & building societies	TV licensing
Department for Work & Pensions	Cable or satellite company
Revenue & Customs (HMRC)	Insurance companies
Loan companies	Telephone company/mobile provider
Hire purchase and rental companies	Employer
Credit and store card companies	School and college
Loyalty cards	DVLA
Gas, electricity and water companies (Read the meters before you leave)	Doctor and dentist
Universal credit	Internet Provider
Family and friends	