

End Your Tenancy - Checklist



Forwarding address

Please ensure that we have a forwarding address and contact details for you.

Return all keys

All keys must be handed in by 12 noon on the day of termination of your tenancy. We will require 2 keys to each external door of your property. Please also return any communal keys/fobs. If you have fobs, we require that 3 are returned and if a communal key at least 1. Failure to hand in keys will mean you will be charged an additional weeks rent. We will also change the locks and recharge. You will also be charged for any missing fobs or communal keys. Please speak to your housing office to confirm the amount.

Remove belongings

All of your furniture, white goods and other belonging must be removed from the dwelling. This includes carpets and grippers. Please clear any property in the loft. You must leave the property, sheds and garages free of any rubbish.

The City Council run a bulk rubbish removal service. You can contact them on 0500 834333 to confirm charges.

Whitefriars also have a service available to our customers. The charges for this are from

- 1 to 5 items £30
- 6 to 10 items £60
- 11 to 15 items £90
- Over 15 items £140

Please contact the Housing Office to take advantage of this scheme. Please note that any belongings/rubbish left at the property will be charged with costs being 50% to 100% more than those quoted above. These charges are subject to change.

Fixtures and fittings

Fixtures and fittings such as gas fires, kitchen units, showers must not be removed. We will charge for any damage or missing items.

Alterations to the property

If you have made any changes to the property the work must have been done with our written approval or the property must be returned to the original condition before you leave.

Gardens

Any garden area should be neat and tidy and free of litter. The grass/hedges should be cut and borders tidy. Paths should be in a safe condition.

Cleaning

You must clean the property thoroughly. All floors to be swept/mopped as appropriate. Kitchen sink, all kitchen cupboards and work surfaces cleared, cleaned and disinfected. Clean and disinfect toilet, wash hand basin, tap bath/shower.

Decoration

The standard of decoration should be in good condition and free of graffiti.

Garage

If you rent a garage from us separately from the property, please let us know if you want to also give notice on this.

Gas & Electric

Please leave any meter keys or cards at the property. Please record details of your suppliers and meter readings. Please advise the suppliers of the readings when you leave the property.

Gas Supplier
Meter reading
Electric Supplier
Meter reading

Housing Benefit

If you are claiming Housing Benefit, you must tell them the date you intend to leave. Please note you will not be eligible for housing benefit after the date you advise Housing Benefits you are leaving. You will be responsible to pay the rent yourself.

Contents Insurance Scheme

If you have contents insurance, please ensure this is cancelled or transferred to your new address.

Post

The Post Office have a scheme to redirect your post. They can be contacted on 08457 740740 or pick up a form at the local Post Office.

Informing others

Please advise all relevant agencies of your change of address. The important contacts are below:

- Council Tax 7683 3333
- Severn Trent Water 08457 500 500
- Your telephone service provider
- TV Licensing
- Your employer
- The Benefit Agency
- Insurance companies
- Pension Provider
- Driver and Vehicle Licensing Agency
- Children's schools /nursery
- Doctor
- Dentist
- Credit or loan companies
- Bank/Credit Union
- Coventry Homefinder or Housing Organisations where you have applied for housing
- Friends/relatives