

CLYDESDALE HOUSING ASSOCIATION LIMITED

39 North Vennel, LANARK, ML11 7PT

Phone 01555 665316

Fax 01555 666144

Email mail@clydesdale-housing.org.uk

End of Tenancy Checklist

1.	Provide one month's written notice to the housing association of your intention to give up your home – remember to provide details of your new address and a contact telephone number.	<input type="checkbox"/>
2.	Contact the housing association to arrange an End of Tenancy home visit.	<input type="checkbox"/>
3.	Obtain a final Rent Statement from the housing association and settle your account.	<input type="checkbox"/>
4.	Provide details of who your power/gas supplier is to the housing association (this is very useful information we can pass on to the new tenant)	<input type="checkbox"/>
5.	Advise the following that you are moving:	
	South Lanarkshire Council - Council Tax – 01555 673000	<input type="checkbox"/>
	South Lanarkshire Council – Housing Benefits – 01555 661212	<input type="checkbox"/>
	G.P./Hospital	<input type="checkbox"/>
	Phone company	<input type="checkbox"/>
	Power supplier (remember to send them a final meter reading)	<input type="checkbox"/>
	Bank/Building Society/Credit Companies	<input type="checkbox"/>
	Benefits Agency – 01555 673000	<input type="checkbox"/>
	Inland Revenue	<input type="checkbox"/>
	Insurance Company	<input type="checkbox"/>
	Royal Mail – to redirect your mail to your new address	<input type="checkbox"/>
	Friends & Relatives	<input type="checkbox"/>
	Any clubs or organisations that you are a member of	<input type="checkbox"/>
6.	Clear out your house of all furniture and personal belongings (including all cupboards and loft space).	<input type="checkbox"/>
7.	Contact the Council's bulk uplift service to have any unwanted items disposed of – 01698 717777.	<input type="checkbox"/>
8.	Clean your house thoroughly and leave it in good decorative condition.	<input type="checkbox"/>
9.	Turn off the electricity, water and gas supply.	<input type="checkbox"/>
10.	Return <u>all keys</u> for the property that you have in your possession to the housing association.	<input type="checkbox"/>