LEAVING INFORMATION

This sheet must be completed, signed and returned to us along with <u>all</u> sets of keys on the last day of the tenancy by 5.30pm.

PLEASE NOTE: You will be charged additional rent until all keys are returned.

Have you read and actioned the recommendations in our vacating email?

For info visit: www.depositprotection.com

Property Address

Forwarding address added

Please when closing your accounts inform utilities of your tenancy end date not the vacate date.												
You are responsible for utilities up to the end of your tenancy												
Electricity	Supplier:											
	Reading:											
	Account nu	ımber:										
Gas	Supplier:											
	Reading:											
	Account number:											
Water	Supplier:											
	Reading (if applicable):											
	Account number:											
Phone	Supplier:											
Forwarding Details												
Tenant Names												
Forwarding												
Address												
Contact telephone numbers	Mobile:											
	Home:											
	Email:											
Are you aware of												
any maintenance												
that needs to be												
carried out?												
Are you aware of												
any damage at the												
property?												
Overallana ala servici		()/[0)	Office Use	0: "	Manakan							
Suppliers changed		(YES)	(N/A)	Staff	Member							

Added

Staff Member

The return of your depos	it (please	read ca	refully)								
					-guide-custodia						
At the end of your tenancy,	we need	to agree	how yo	ur deposit	will be repaid.						
The DPS will need to hear	from you b	ooth you	and Ba	ssets befor	e they can repa	y you	ır deposit.				
You will need to log in to you be assets will as agent will Repayment ID. This does represent the deposit will be released jointly, but both parties will	I also nee not have to d until both	ed to log be don parties	g in to e at the have su	their acco same time ubmitted the	ount using the , but the DPS v	Depo Vill no	t release	any t of			
You can also co	omplete	this	proces	ss by	completing	а	paper	form.			
Receipts attached (as per move out guide) Failure to provide these could lead to deductions from you deposit.				Post Redirection receipt							
Carpet Cleaning				Cl	eaning						
Oil Delivered				Septic t	ank emptied						
I/We confirm that the payment of all the utility and council tax bills are in hand I/We confirm that all utility companies have been informed of my/our leaving date, with meter readings provided where appropriate. I/We confirm that I/We have arranged the forwarding of my/our post.											
Signature:(tenant 1)			Signa	Signature:(tenant 2)							
Date:			Date:	Date:							
Signature:(tenant 3) Date:				Signature:(tenant 4) Date:							

Thank you for taking the time to complete this form. It will assist us when dealing with the end of your tenancy and the deposit return.

Total Keys

Our property management team will contact you following the checkout inspection to discuss its finding and any proposed deductions.

This will normally be within 3 working days (Mon – Fri).

REMEMBER TO LOG ONTO YOUR DPS ACCOUNT as highlighted above.

X:\Lettings\VACATE PAPERWORK\Check out Documents

Date Keys & Leaving info Received by Bassets:

Office use.

Keys Set