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.tenancydepositscheme.com/tenants-FAQs.html

Property Address 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 number:** Supplier: Gas Reading: **Account number:** Water Supplier: Reading (if applicable): **Account number: Phone** Supplier: **Forwarding Details Tenant Names Forwarding Address Contact telephone** Mobile: numbers Home: Email: Are you aware of any maintenance that needs to be carried out? Are you aware of any damage at the property? Office Use (N/A) Suppliers changed (YES) Staff Member Forwarding address added Added Staff Member

| Please provide us with the bank details (below**) for the account you would like your deposit returned** If all tenants have signed below we will return the deposit to this account. | | | |
|---|-----------------|--------------------------|------------|
| **Name of Bank: | | | |
| Account Name: | | | |
| Account Number: | | | |
| Sort Code: | | | |
| Receipts attached (as per move out guide) | | Post Redirection receipt | |
| Failure to provide these could lead to deductions from your deposit. | | | |
| Carpet Cleaning | | Cleaning | |
| Oil Delivered | | Septic tank 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. I/We confirm we want the deposit funds returned to the Bank account shown above** | | | |
| Signature: | (tenant 1) Sign | ature: | (tenant 2) |
| Date:Date: | | | |
| Signature: (tenant 3) Signature: (tenant 4) Date: Date: | | | |
| Office use . | | | |
| Date Keys & Leaving info Received by Bassets: / / . | | | |
| Keys Set | Total Ke | eys | |

Bank Details for return of deposit (please read carefully).....

Thank you for taking the time to complete this form. It will assist us when dealing with the end of your tenancy and ensure that we can return your deposit as quickly as possible.

Our property management team will contact you following the checkout inspection to inform you of its finding and the return of your deposit and any proposed deductions.

If we cannot come to an agreement concerning the deductions and the return of your deposit, you can contact The Dispute Service Limited 1 The Progression Centre, 42 Mark Road, Hemel Hempstead, HP2 7DW. Phone 0300 037 1000 Email deposits@tenancydepositscheme.com Web www.tenancydepositscheme.com The Dispute Service Ltd also offers a service for enabling a dispute relating to the deposit to be resolved without having to go to court.