

# LEAVING INFORMATION

This sheet must be completed, signed and returned to us along with all 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](http://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:		
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?			

## Office Use

Suppliers changed	(YES)	(N/A)	Staff Member
Forwarding address added	Added		Staff Member

