

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.depositprotection.com

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

The return of your deposit (please read carefully).....
<https://www.tenancydepositscheme.com/wp-content/uploads/2020/02/1scheme-leaflet.pdf>

At the end of your tenancy, we need to agree how your deposit will be repaid.

The TDS will need to hear from you both you and Bassets before they can repay your deposit.

You will need to log in to your account using your Deposit ID and Repayment ID.

Bassets will as agent will also need to log in to their account using the Deposit ID and their Repayment ID. This does not have to be done at the same time, but the TDS will not release any of the deposit until both parties have submitted their instructions. This can also be done jointly, but both parties will need their Repayment IDs.

You can also complete this process by completing a paper form.

Receipts attached (as per move out guide) <small>Failure to provide these could lead to deductions from your deposit.</small>		Post Redirection receipt	
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.*

Signature:..... (tenant 1) Signature:..... (tenant 2)

Date:..... Date:.....

Signature:..... (tenant 3) Signature:..... (tenant 4)

Date:..... Date:.....

Office use .

Date Keys & Leaving info Received by Bassets: _____ / _____ / _____.

Keys Set		Total Keys	
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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.

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

This will normally be within **5 working days (Mon – Fri)**.

ONCE DEDUCTIONS HAVE BEEN AGREED, YOU WILL NEED TO LOG INTO YOUR TDS ACCOUNT as highlighted above.