

# Leaving a Newlon Property

When you move out you will need to clear the property of all your furniture and belongings. If there are items left in the property they will be removed and destroyed and you may be charged for this work.

You should not remove any furniture, white goods or other items that were provided by Newlon.

You should contact all your utilities providers and anyone else who sends bills to your address to make sure that you are not charged for these services after you move out.

You should also arrange to have your mail redirected. We have included a brief checklist to help you plan your move.

Below is a timeline of when you should be carrying out tasks relating to your move:

## 4 weeks to go

Book a removal firm.

Arrange time off work.

## 3 weeks to go

Tell Newlon, friends and family your new address.

Tell your gas, water, electricity, phone, television and any other suppliers your new address.

Tell your council tax and housing benefit office you are moving.

## 2 weeks to go

Arrange to pay all bills you still owe, including rent.

Cancel any services such as milk deliveries.

Redirect mail with the Post Office.

If you have a garden, make sure it is clean and tidy.

Start packing items you do not need before the move.

Arrange for a professional to disconnect your appliances on the day you plan to move.

## Moving day

Disconnect your appliances - employ a professional to avoid accidents.

Read meters and inform the gas, water and electricity companies of the readings.

Make sure all your possessions have been removed and the property is left clean and tidy.

Lock up and hand in all your keys to us.