

Ending your contract and moving out

Your contract explains that you need to give at least **4 weeks notice in writing** to terminate your contract. The notice must end on the date as agreed with the Allocations Officer and include your new address in-case we need to contact you.



Before you move:

- Discuss with the Allocations Officer, Shelter Cymru or Citizens Advice if you need any support to terminate your contract and/or move to your new home.
- Pay all outstanding rent and charges up to the end of your contract.
- Ensure that all fixture and fittings are in good order and that you have reported any damages or repairs to us before you leave.
- Ensure the whole property, including any loft space and/or outbuildings is cleared from any carpets, furniture, rubbish and personal belongings.
- Allow us/a contractor access to carry out an 'end of contract' inspection at the property.
- Arrange your move with help from family/friends or a removals company.



Checklist:

We have prepared a checklist with some of the key steps that need to be taken, before you move:

- Take final readings for any gas, electric and water meters and inform your suppliers.
- Disconnect the phone and arrange with your telephone supplier for a final account at your current address and to take over at your new address.
- Inform your broadband provider and Sky etc that you are moving.
- Contact Royal Mail regarding re-directing your post.
- Cancel any deliveries e.g. paper / milk.
- Inform the councils benefit and council tax department of your move.
- In cold weather, turn the water supply off at the mains.
- Leave your home in a clean and tidy condition.
- Secure all windows and lock all doors.
- Return all keys including communal keys and store cupboards as well as communal door entry fobs.

If you have any questions about ending your contract or moving out, please feel free to contact us, and we will aim to help.

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