



## **Checklist**

When moving out of your Broadland property, please...

### **Give us 28 days' notice**

The easiest way to do this is using our Tenants Online service. Alternatively, write a letter to your local area office. Ensure you leave your property neat and tidy

### **Pay any outstanding rent**

Contact a member of our rent team on 0303 303 0003 to pay any rent you owe. Otherwise our legal department will pursue you for any outstanding rent.

### **Tell your utility suppliers**

You need to give notice to your gas, water and electricity providers and make arrangements for final meter readings and final outstanding payments. When you leave your home for the final time – turn off all taps, including the stop tap, if possible – inform the council tax office and the housing benefit office, if you are claiming benefit

### **Return all your keys**

Including front and back door keys, plus any meter box, window and shed keys, to your local office on the day you leave. Please note that we will keep charging you rent until all keys to the property have been returned. (If posting keys, remember to include a note with the address of your property.)

### **What to do if someone dies**

We know how difficult things can be when someone dies and are here to support you. Please contact us on 0303 303 0003 if you have any queries about moving out