



Preparing to move out of your home:

4

weeks from moving date:

- Contact phone line and broadband providers
- Redirect your post at the Post Office
- Let the relevant benefits and council tax offices know about your move (if applicable)
- Let utility providers know when you are moving out and provide change of address
- Ensure the rent account is up to date and clear until the end of the tenancy

**3**

weeks from moving date:

- You will be contacted to arrange access for an asbestos assessment and an Energy Performance Assessment
- All non-standard electrical fittings must be returned to original, e.g. any light fittings or switches you have had installed (Works must be completed by a qualified and competent engineer)
- Non-standard or glass doors must be returned to full wooden doors.
- Missing doors must be replaced including handles
- Any fixtures or fittings you have removed or damaged must be replaced
- Repair any damage such as holes and cracks in walls
- Make sure property is in good decorative order, for example: no torn/soiled wallpaper

**2**

weeks from moving date:

- Ensure all garden areas are free from rubbish
- Mow your lawn, cut hedges and trees to a manageable level
- Empty and clean garage. Clear outbuildings and sheds of your belongings
- Remove any sheds or outbuildings that you have erected (unless otherwise agreed at your end of tenancy inspection)
- Sweep bin storage areas and outbuildings
- Fill ponds in with soil
- Remove floor coverings including carpet, hard flooring and lino (unless otherwise agreed at your end of tenancy inspection)
- Vinyl in bathrooms and kitchen must remain
- Please ensure ALL works are carried out by a qualified and competent person

**Final week**

- Remove all your belongings – any items left behind will be disposed of and you will be charged for clearance
- Clean bathroom/toilet including bathroom fittings, tiles and mirrors. Clean fixtures and fittings, window sills and ledges, radiators and pipes, door frames and handles, picture rails, skirting boards and fire surrounds
- Wash kitchen cupboards, worktops and sink
- Remove white goods (i.e. fridge/freezer, cooker, washing machine, etc) unless provided by Paradigm
- Clean windows. Sweep and clean floors
- If you have a furnished tenancy then you must leave all furnishings that were provided

**Final day**

- Provide utility providers with meter readings when you leave
- Leave meters with credit and debt free – you will have to repay any outstanding debt
- Make sure any gas and electric cards are left in the property
- Ensure parking permits are left in the property
- Make sure property is left secure with all doors and windows shut. Return front door keys and communal keys/fobs to Paradigm before 12 on your tenancy end date
- Other keys such as patio, back door and window keys can be left in a kitchen drawer
- Leave any external rubbish or recycling bins for the next tenant



What happens if I don't do this?

- > You will be charged for any work that Paradigm needs to do to rectify the property and for the costs of any clearance
- > We may give you a poor tenancy reference for your next landlord
- > We may refuse to let you rent another Paradigm property

Contact us: 0300 303 1010

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www.paradigmhousing.co.uk

If you would like this document explained or want further information about our services please visit our website www.paradigmhousing.co.uk

Ref: