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## **IMPORTANT INFORMATION RE MOVING OUT**

### **Departure date and keys**

Your tenancy terminates at 12 noon on 30<sup>th</sup> June. A complete set of keys from each tenant **MUST** be returned directly to us by this time **AT THE LATEST**. Label your set of keys and identify your room (i.e. ground floor, top middle, etc). Then place **ALL** sets of keys together in a bag and arrange a time with us in advance to collect them. You must directly hand the keys to us. We require a minimum of 24 hours notice. Our telephone number is 0161 445 0662. Additional charges are payable for the late return of keys

### **Standing Order payments to the bank**

Please make sure you cancel your standing order with the bank. It is not a direct debit and we cannot give instructions to your bank.

### **Meter Readings**

Arrange to have your gas and electricity meters read on the day before your departure. You must arrange this yourself. Usually they require seven days notice. Please note that you are responsible for paying the standing charge for gas and electricity, and the full charge for Council tax and Water rates until 30<sup>th</sup> June, even if you leave early.

### **Property Condition**

Ensure that the property is left in the clean condition in which you found it: appliances in working order; all items as marked on the inventory; all rubbish removed to the dustbins; furniture restored to its original position; all plugs, bulbs, lampshades etc in place. The cooker, oven, fridge, freezer and vacuum cleaner should be fully cleaned out. Ensure that you take **ALL** your possessions and dispose of **ALL** rubbish. A labour charge will be deducted from your deposit for unnecessary inconvenience. Any tenant's belongings left after the tenancy ceases, will be considered redundant and disposed of accordingly.

### **Deposits**

Each tenant should leave a large stamped address envelope (first class) for the return of their deposit – pinned on a notice board inside the property.

You will also need to show us receipts to prove you have paid all final bills of gas, electricity, telephone, water rates and council tax.

Once you have obtained these receipts, clip them together and post to:

Crossway Estates  
9 Crossway, Didsbury  
Manchester M20 6TU

When the entire group has left the accommodation, the premises are checked over. When we have received all receipts and bills from you, the deposits are sent back.

### **Redirecting mail**

Please tell your likely correspondents of your impending change of address and also contact the post office to have your mail redirected. All mail for previous tenants is returned to the post office in bulk.

We really appreciate you cooperating with these points which will both save you money and help the next tenants who may want to move in at once.

**We hope you enjoyed your stay in our accommodation.**