

دليل الارشاد عند الانتقال من المنزل

আপনার ভাড়াটিয়াসত্ত্বের চুক্তির ব্যাখ্যা

توضیح و شرح قرارداد اجاره شما

Votre contrat de location en détails

our guide to moving out

Objaśnienie Twojej umowy najmu

ਕਿਰਾਏਦਾਰੀ ਬਾਰੇ ਤੁਹਾਡੇ ਇਕਰਾਰਨਾਮੇ ਦੀ ਵਿਆਖਿਆ

Heshiiska kireysigaaga oo la sharraxay

آپ کے معاہدہ کرایہ داری کی وضاحت



Chevin
HOUSING GROUP

Moving out

We are sorry you are leaving us but we wish you every happiness in your new home. We hope you find the information in this guide helpful as we realise that moving home can be a stressful time.

In the weeks before you move out



Please:-

- Ensure that the property is in good clean condition and that you have reported any outstanding repairs to our Property Services Team – Tel: 0800 587 7189.
- Remove all rubbish and personal possessions from the property including from sheds/garages/gardens and loft. Please note you will be charged for the removal of any carpets, curtains or bulky goods left in the property or for any damage caused. You must not leave any bulky goods in any bin areas or on the scheme.
- Ensure that if you have made any improvements, alterations or additions to the property that you discuss them with your Housing Officer when they call to see you prior to you leaving the property.
- Pay any rent that is owing.
- We recommend that you have your mail forwarded to your new address. You will need to contact the Post Office at least seven days before you move out to arrange this. There is a charge for this service.

Your Housing Officer will have or will be contacting you shortly to arrange to visit you before you leave. This visit will be conducted with a Technical Officer to ensure that any outstanding repairs are identified and carried out and also to agree with you any items (such as carpets/curtains) that you may wish to leave if they are in good condition.

The week before you move out

Please:-

- Contact the utilities companies and notify them that you are leaving. You will need to take meter readings and let them know your forwarding address.
- Arrange to have any satellite dishes or specialist aerial equipment that you have installed taken down and notify any satellite/cable/telephone network companies that you are moving.
- Notify the TV Licensing Department that you are moving so that your licence can be changed to your new address.
- Contact the Housing Benefit and/or Council Tax sections of your local council so that you are not overpaid/overcharged.
- Cancel any home contents insurance policies.
- Cancel any milk/newspaper deliveries.
- Ensure that your rent account is clear. If you need advice on this please contact your Housing Officer on 0845 270 1088.
- Advise us of your forwarding address.

On the day you leave the property

Please:-

- Carry out a final clean-up and check that it is in good clean condition and that all rubbish and unwanted items are removed from the property.
- Ensure that everyone has left the property - it must be vacant when we take possession.
- Return all keys (including communal doors, window locks, bin stores etc) by 12.00 noon on the Monday following your tenancy end date.
- Cancel any direct debits/standing orders you have with us.

**IF YOU CHANGE YOUR MIND
ABOUT LEAVING, PLEASE NOTIFY
US AS QUICKLY AS POSSIBLE ON:
0845 270 1088**

Useful contact numbers

Council Tax

Barnsley:	01226 774 774
Bassetlaw:	01909 533 234
Chesterfield:	01246 345 345
Craven:	01756 700 600
Doncaster:	01302 734 454
East Riding:	01482 393 939
Hambleton:	0845 1211 555
Harrogate:	01423 500 600
Hull:	01482 300 300
Kirklees:	01484 414 818
Leeds:	0113 398 4730
Richmondshire:	01748 828 728
Rotherham:	01709 382 121
Ryedale:	01653 600 666
Scarborough:	01723 232 378
Selby:	01757 292 181
Sheffield:	0114 272 6444
Wakefield:	0844 902 0205
York:	01904 551 550

Housing Benefit

Barnsley:	01226 770 770
Bassetlaw:	01909 533 287
Chesterfield:	01246 345 345
Craven:	01756 700 600
Doncaster:	01302 735 336
East Riding:	01482 394 799
Hambleton:	0845 121 1555
Harrogate:	01423 500 600
Hull:	01482 300 300
Kirklees:	01484 221 410
Leeds:	0113 247 7247
Richmondshire:	01748 829 100
Rotherham:	01709 382 121
Ryedale:	01653 600 666
Scarborough:	01723 232 323
Selby:	01757 292 155
Sheffield:	0114 272 6444
Wakefield:	0845 850 4504
York:	01904 551 550

Other useful numbers

British Gas:	0845 955 5200	Sky:	08442 410 623
N-Power:	0845 071 4525	Virgin Media:	0845 045 0709
Yorkshire Water:	0845 124 2424	Royal Mail:	08457 740 740
TV Licensing:	0844 800 6790	(For mail redirection service)	
BT:	0800 800 150		

For Environmental Health to help arrange removing bulky items, please contact your local council.

Moving out checklist

Please tick each company as you give them your details

Financial	Tick	Motoring	Tick
Bank or Building Society		Vehicle Registration- DVLA	
Home Insurance		Vehicle Insurance	
Building Insurance		Driving License - DVLA	
Inland Revenue		Breakdown Services	
Credit Cards		Health	Tick
Rental/Hire Purchase		Doctor	
Pension Companies		Dentist	
Savings/Bonds		Optician	
Life Policies		Private Healthcare	
Employer - Payroll		National Blood Bank	
Catalogue Companies		Others	Tick
National Insurance		Subscriptions	
N.B Some phone companies require a months notice or you may get billed for that period.		School/Colleges/Nursery	
		Library	
Services	Tick	Milk Delivery	
Electoral Register		Gym/Golf Club	
Council Tax		Newspapers	
Gas		Unions	
Telephone Land Line			
Electric			
Mobile			
Cable/Satellite/ Internet Services			
Club Cards - Boots/Tesco/Sainsbury's etc			
TV Licence			
Water			
Post Office – redirection			

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Notes

You can find out lots of useful information and lists to help you when moving out at www.helpiammoving.com

We are committed to a policy of equal access to information.

If you would like this information in another language or format, or if you require the services of an interpreter, please contact us on **0845 270 1088**.



CASSETTE



IN LARGE TYPE



BRAILLE



OR ANY OTHER FORMAT

Arabic

نحن ملتزمون بسياسة تكافؤ الوصول إلى المعلومات..

إذا كنت ترغب في الحصول على هذه المعلومات بلغة أو شكل آخر أو إذا كنت تتطلب خدمات مترجم فوري، رجاء اتصل بنا.

Bengali

তথ্যের সমান অধিগমনের নীতির বিষয়ে আমরা প্রতিশ্রুতিবদ্ধ।

আপনি যদি এই তথ্য অন্য ভাষা বা রূপে চান, অথবা আপনার যদি এক দোভাষীর পরিষেবার প্রয়োজন হয়, অনুগ্রহ করে আমাদের যোগাযোগ করুন।

Farsi

ما به سیاست برابری دسترسی به اطلاعات پایبند هستیم.

اگر مایل به دریافت این اطلاعات به زبان یا فرمت دیگری هستید، و یا به خدمات مترجمین شفاهی نیاز دارید، لطفاً با ما تماس بگیرید.

Punjabi

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਸੂਚਨਾ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੈ, ਜਾਂ ਜੇ ਤੁਹਾਨੂੰ ਦੁਭਾਸ਼ੀਣੀ ਸੇਵਾਵਾਂ ਦੀ ਸ਼ੁਰੂਆਤ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

Somali

Waxaa naga go'an siyaasadda awood u helidda warka oo loo wada siman yahaye.

Haddii aad jeclaan lahayd warkaan oo ku qoran luqad kale ama qaab kale u qoran, ama haddii aad u baahan tahay adeeg turjumaan afka ah, fadlan nala soo xiriiri.

Urdu

ہم معلومات تک مساوی دسترس کی پالیسی کے پاسدار ہیں۔

اگر آپ ان معلومات کو کسی دوسری زبان یا صورت میں چاہتے ہیں، یا اگر آپ کو کسی مترجم کی خدمات درکار ہیں، تو براہ مہربانی ہم سے رابطہ کریں۔

French

Nous appliquons une politique d'égalité d'accès aux informations.

Si vous souhaitez consulter ces informations dans une autre langue ou sous un autre format, ou si vous avez besoin des services d'un interprète, veuillez nous contacter.

Polish

Klerujemy si zasad równego dost pu do informacji.

Je eli chcial(a)by otrzymal ten tekst w Innym j zyku lub formacie b d potrzebujesz tlumacza, prosimy o skontaktowanie si z nami.



Chevin
HOUSING GROUP

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Email: enquiries@chevinha.co.uk

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business for neighbourhoods

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