

## MOVING OUT GUIDE

### REACH OUT

Chat to us before moving out if you think there might be any issues – it can be much easier to reach a compromise in advance!

[tomlinsonestates.co.uk/contact-us](https://tomlinsonestates.co.uk/contact-us)

### POST

Arrange to redirect your post in advance—it may take a couple of days to activate.

[royalmail.com/personal/receiving-mail/redirection](https://royalmail.com/personal/receiving-mail/redirection)

### CLEANING

All areas of the property need to be cleaned – see cleaning checklist on our website. As it is a task that takes the longest, make sure you plan ahead!

### RENT

Ensure that everyone has no outstanding rent.

### METER READINGS

Take photos of meter readings and send to [enquiries@tomlinsonestates.co.uk](mailto:enquiries@tomlinsonestates.co.uk). Additionally, if you arrange your own bills, make sure you close your accounts and forward us a confirmation.

### SECURITY

Leave your property secure, with all windows closed and doors locked (including sheds and garages). Set your burglar alarm if applicable.

### KEY RETURN

All sets of keys need to be returned to us – see information online or contact us on [enquiries@tomlinsonestates.co.uk](mailto:enquiries@tomlinsonestates.co.uk).