

# A checklist for moving out of your council property

Information from Southampton City Council

## Moving out checklist

This written information is available on request in other formats or languages. Please contact 023 8083 2819 for help.

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INVESTOR IN PEOPLE



We understand that it is a stressful time when you move home, so we have put together this handy moving out checklist for you to use:-

Services	Ref no/account no	Telephone	Tick
Council rent			
Council tax		02380 832349	
Electric (Southern Electric)		0800 117116	
Electric (other supplier)			
Gas (British Gas)		0800 0480505	
Gas (other supplier)			
Water (Southern Water)		0845 2701508	
Telephone land line (BT)		0800 800150	
Mobile telephone supplier			
Cable/satellite/ internet services (Sky)		08442 410623	
TV licence		0844 8006790	
Post Office - redirection (Royal Mail)		0845 7740740	

Health	Ref No/account no	Telephone	Tick
Doctor			
Dentist			
Optician			

Motoring	Ref no/account no	Telephone	Tick
Vehicle reg - driving license - DVLA		0870 2400009	
Vehicle insurance			

Others		Telephone	Tick
School/colleges/nursery			
Milk delivery			
Newspapers			
Contents insurance			

Make up a "box of needs" food and drink of vital things you may need on your moving day.

	Tick		Tick
Kettle		Toilet rolls	
Milk		Light bulbs	
Tea or coffee		Small tool kit	
Cups		Torch	
Bedding/towels		Pen and paper	
Scissors		Basic cutlery, crockery, can opener	
Toiletries		First aid kit	
Money coins and notes		Any regular medication to be taken	

#### Final preparations

- Parking. (Check with neighbours and arrange parking permits).
- Have personal possessions to hand i.e. passports, jewellery.
- Defrost fridges and freezers.

#### On the day of the move

- Turn off gas, electric and water
- Close all windows
- Put out the bins
- Clean your property throughout.
- Make sure all keys for locks, doors, fobs for door entry systems, window keys are labelled etc, ready to hand in at your local housing office.
- Secure property & lock all doors.

Remember to get all outstanding repairs carried out before you move out!