

GASCOYNE HOLDINGS LIMITED

Gascoyne Holdings Limited

22 Charing Cross Road
London
WC2H 0HS

Moving Out

Thank you for renting a property from Gascoyne Holdings Ltd.

We hope you have enjoyed your time as a resident on Gascoyne Holdings Limited's London Estate.

Please read the following information as it will help you to understand the process and procedure for vacating your flat.

Please email or phone our London office if you require any further information.

Office: **020 7632 2500**

Email:

n.carroll@gascoyneholdings.co.uk
reception@gascoyneholdings.co.uk

Vacating Date

In accordance with your tenancy terms you should in the first instance notify Gascoyne Holdings in writing (either an email or letter) of the date you wish to move out of your flat.

Please be aware that you must give a period of notice. This will be determined by your Tenancy Agreement and is usually a minimum of two months.

Once the vacating date is agreed it should not be changed.

During your notice period, your flat will be re-advertised for letting and our agents will contact you to request access to undertake viewings.

Cleaning

Your flat will need to be professionally cleaned (including the carpets and upholstery) upon your vacating. This is to return it to the condition you received it in.

Tenants usually ask us to instruct our professional cleaners to perform this task. We can let you know the cost in advance.

You may decide to instruct your own cleaners or to clean the property yourself. Please note that if you decide not to use our cleaners you will be responsible for the standard of the cleaning. You must make sure the cleaning is to the standard Gascoyne Holdings require.

Post Office Mail Redirection Service

Having your mail redirected to your new residence is a great way of not losing any important post. It gives you a safety net in the event that you forget to notify an organisation you deal with.

How it works

- Redirection forwards all the mail sent to your old place to your new home
- It can cost as little as £5.25 a month to redirect your mail
- You can redirect your mail for 3, 6 or 12 months

What you need

You can sign up online (www.royalmail.com), by post or at your local Post Office branch. All you need is:

- the names and dates of birth of everybody who needs their mail redirected
- your old address and postcode
- your new address and postcode

Before you vacate your flat you should notify all utility companies and Westminster council of your leaving date and forwarding address.

These may include:

- Electricity supply company
- Gas supply company
- Water supply company
- Council Tax
- Phone & Broadband companies
- Hyperoptic Fibre Broadband (if you have used this service)

You should make a note of any meter readings (gas, electricity, etc.) on your last day in the property and supply these to the relevant companies.

You may also have many personal accounts set up that you need to notify.

These may include:

- Bank accounts
- Credit Card accounts
- Mobile phone agreements
- Magazine subscriptions, etc.

If you have a regular Standing Order or payment via your bank to pay for your rent you should cancel this.

We would be very grateful if you could supply us with a forwarding address.

We aim to return your deposit to you within 10 days of agreeing with you the amount that you are due.

Personal possessions you no longer require

If you have possessions that you do not wish to take with you when you move out of your flat you must contact Gascoyne Holdings to discuss this. If unwanted possessions are left in the property there may be a charge to dispose of them.

If you have given or sold items to the incoming tenants you must notify us to avoid them being disposed of.

On the day of vacating

On the day you move out of your flat you will be expected to vacate the property by 12 noon unless otherwise arranged.

You will need to return all sets of keys and door entry fobs for the flat to Gascoyne Holdings office at 22 Charing Cross Road, London WC2H 0HS