



Housing Management | Leaving your council home

# Key return checklist – Leaving your council home

**PLEASE INCLUDE THIS CHECKLIST WHEN YOU RETURN THE KEYS**

Tenancy information	
Full name of tenant	
Address of tenant	

# Moving out checklist

Before handing in the keys, please make sure that you leave the property clean and tidy and you have addressed all the points below: -

- ☐ You have told the City of Doncaster Council's Council Tax Department
- ☐ If you are claiming any benefits, you have told the DWP and/or the City of Doncaster Council's Housing Benefit Section
- ☐ You have removed all furniture, belongings and rubbish from all areas of the property, including lofts, cellars, gardens, balconies, garages, sheds and outhouses
- ☐ You have taken all meter readings and entered them into the table below.
- ☐ You have informed your gas, electricity, and water companies (keep a note of the final readings)
- ☐ If there is a security/burglary alarm or key safe fitted at the property, it is important that you make St. Leger Homes aware of this at the time the keys are handed in. You also need to make sure you pass on details of any access codes by entering the details in the table below.
- ☐ You have contacted St Leger Homes of Doncaster on 862862 to advise them that the keys have been posted.

Meters and codes	
Gas meter reading	
Electricity meter reading	
Security alarm code (if applicable)	
Key safe code (If applicable)	