



MOVE OUT INSTRUCTION SHEET

DEPARTING TENANT(S)

Tenant(s): _____

Property Address: _____

Date Of Exit: _____

Forward Address _____

Contact No: _____

Meter Reading(s) on move out

Gas- supplied by (circle one) Powergen / Scottish Gas / Scottish Power

Reading:- _____

Serial No:- _____

Power- supplied by (circle one) Powergen / Scottish Gas / Scottish Power

Reading:- _____

Serial No:- _____

In order for us to remit your deposit back to you we require a sort code and acct number:

Sort:

Acc:

Declaration:

I confirm that all bills (council tax and utilities) have been/ have not been paid up to date and copies of the receipts or account numbers have been attached.

All information is correct signed: _____ Date: _____

Please call the corresponding numbers in order to change the utilities accounts out of your names in accordance with Section 8 of your tenancy agreement.

Scottish Power-	0845 270 7008
Scottish Gas-	0845 609 1133
Powergen-	0800 015 6820
Council Tax Edin	0131 469 5000
Council Tax Gla	0845 600 8040

The deposit will be released once we have confirmation that all bills have been settled.