

Starting your occupation contract and moving in



Moving into a new home is a very special time for all the family.

Here are a few things to remember before starting your new contract.





Your responsibility before starting a new contract

- ✓ You will need to notify your current landlord that you intend to move and issue them with a notice to terminate your current contract.
- ✓ You need to pay all outstanding rent and charges up to the end of your current contract.



Before you leave your current address

- Contact Royal Mail regarding re-directing your post.
- Leave your home in a clean and tidy condition and make sure you have not left any items behind including the attic, sheds and gardens.
- Secure all doors and windows.
- Take final readings for gas, electric and water meters at current address and inform your suppliers of your move. You will also need take all meter readings as soon as you receive your keys to your new home.
- Tell your telephone/broadband provider, TV Licencing and Sky etc that you are moving.
- Turn the water supply off at the mains.
- Please see our 'Ending your contract and moving out factsheet' for more information.

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Before you sign your new contract



Our Rent Team will be in contact with you to:

- ✓ To arrange any advance payments required and set up your Direct Debit for ongoing payments. (advance payment amounts will be shown in your offer letter if applicable).
- ✓ If applicable they can assist with any housing related benefits claims.
- ✓ Inform the Housing Benefit and Council Tax department at your Local Authority.

Adra offers home contents insurance to help protect your belongings. For more information, please ask our Rent & Income Team



Start of your new contract

- ✓ Let relevant people such as your Doctor, Dentist or Social Worker know of your new address.
- ✓ Contact your Local Authority for any information regarding refuse (bin collections), schools etc.
- ✓ Once you have moved into your new home, you will need to contact us to arrange a second gas check to ensure you have heating and hot water.
- ✓ If relevant, discuss any matters related to moving property with your social/support worker.



Things you should know

- We **will** provide floor coverings.
- We will **not** include furniture or appliances (unless specified in your contract).
- Laminated flooring – please contact us obtain permission to install.

If you have any questions about starting your occupation contract and moving into your new home, please feel free to contact us to discuss further.

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