

Mutual exchange application and moving checklist

A handy guide to help you keep track of your application and the actions you need to take.

Key actions	Date	Completed
Inspect the other party's property		
The other party to inspect your home		
Submit application to LHP		
Property inspection by LHP		
Repair any damage, rectified any alterations and/or improvements.		
Gas Safety Check		
Electrical safety check		
Sign new tenancy agreement		
Arrange removals once permission has been granted and a definite moving date has been agreed.		
Apply to the Post Office for a "Moving Home" mail redirection from your local post office to ensure your mail is redirected to your new home.		
Move home		

Housing officer's name:

Contact details:

Take a note of the meter readings at your old and new property for transferring over your utility accounts.

	Gas	Electricity	Water
Old address:			
New address:			

You will also need to notify the following of your move and new address:	Completed
Gas, electricity and water suppliers	
Telephone and/or mobile phone provider	
TV and broadband provider	
Housing Benefit and/or Department of Work and Pensions (DWP)	
Council Tax	
Bank/Building Society	
Doctor/Dentist/Optician/Hospital (if applicable)	
School	
Cancel milk, papers or any other routine deliveries	
TV Licence	
Driving Licence and Motor Vehicle Registration	
Insurance provider	

On the day of the move, you should:	Completed
Clear the property and any outbuildings	
Repair any damage	
Clean the property thoroughly, not forgetting sinks, floors, toilets and cupboards	
Turn the heating thermostat down to 5' C	
Thoroughly check the property you are moving into before moving your items in	

Please note that any repairs identified before moving your items in must be reported on the day of the exchange, with photographic evidence provided where possible.

Any repairs after this point could be recharged for and will be your responsibility.