

Private Lettings

Leavers Information Form

Agreement Reference No.

Leaver details

Address:

Postcode:

Name(s):

Date of Vacation: DD / MM / YYYY

Forwarding Address:

Postcode:

Contact details and utility provider information

Contact telephone(s):

Contact email address(es):

Electricity supplier:

Gas supplier:

Phone/internet provider:

Amount of oil in tank (if applicable):

Refund deposit by: BACs / Cheque (delete as applicable)

Cheque for return of deposit should be made payable to:

Name:

Account number:

Sort Code:

Signed: *

Date:

Date:

Date: