

# What you need to do before you transfer...



PEAKS & PLAINS  
Housing Trust

- ✓ You'll need to remove all of your belongings from the property when you leave
- ✓ The kitchen should be in working order. Kitchen cupboards should not have been painted
- ✓ Bathroom should be in full working order
- ✓ Handrail and balustrade should be in place
- ✓ The garden will be tidy
- ✓ Carpets and laminate flooring will need to be removed unless in good condition
- ✓ Any rechargeable repairs will need to be completed before any transfer is approved and this may result in a delay
- ✓ All improvement work up to date
- ✓ All keys to be returned for all doors eg front and back doors and letterboxes
- ✓ Our standard kitchen and bathroom should be fitted
- ✓ You'll need to leave your property clean
- ✓ Any cupboards that have been removed will need to be put back to full working order
- ✓ All doors should be fitted and in working order
- ✓ Sheds and outbuildings will be cleared of belongings, secure and in a good condition
- ✓ Any outside structures should be removed
- ✓ Ceilings and walls will be securely papered, painted or stripped. There should be no graffiti
- ✓ Your rent account should be clear
- ✓ Any electric and/ or gas meters will be left in credit (no debt)
- ✓ Electric keys and gas cards to be handed in or left at the property
- ✓ If you've fitted your own electrical light fittings/switches you'll need to have the originals refitted.

Any problems? You can speak to us online at



[www.peaksplains.org](http://www.peaksplains.org)