



**THE
PORTMAN
ESTATE**

Preparing For Your Move

You may find the following checklist useful when preparing for your check out:

- ☐ Time and date of checkout confirmed by The Portman Estate
- ☐ All personal belongings removed
- ☐ A professional standard of clean
- ☐ All keys (including any extra cut mid tenancy) and instruction manuals ready to be returned
- ☐ Send bank details and new address to The Portman Estate
- ☐ Close accounts, including utility and telephone accounts (excluding water accounts for 27 Bryanston Square, 64, 66, 69, 83 and 85 Gloucester Place, 68 Great Cumberland Place, 34 Seymour Street and 45 Upper Berkeley Street)
- ☐ Inform Westminster City Council of vacate date
- ☐ Set up redirection of mail
- ☐ Cancel standing order with the bank
- ☐ Send BT telephone number to The Portman Estate

Good luck with your move.