

## Property Vacating Form

**Property Address:** \_\_\_\_\_  
**Postcode:** \_\_\_\_\_  
**Vacation Date:** \_\_\_\_\_  
**Forwarding address:** \_\_\_\_\_  
**Postcode:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Property being vacated	Reading	Location	Meter Serial Number (found on the front of the meter)	Provider	Account number
Gas Meter					
Electricity Meter					
Water Meter (if applicable)					

Internal water stop tap location	
External water stop tap location	

Security Alarm Entry/Exit Code	Security Alarm Entry Procedure	Security Alarm Exit Procedure

Name of person House and Garage Keys handed to	Contact email address	Contact telephone number

**PLEASE COMPLETE THIS FORM WHEN YOU VACATE AND RETURN TO:**

Property Office  
 Leeds Diocesan Board of Finance  
 Church House  
 17-19 York Place  
 Leeds  
 LS1 2EX  
 Or email: [property@leeds.anglican.org](mailto:property@leeds.anglican.org) Tel: 0113 353 0196

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