



## Moving in to Your Home

This leaflet is part of a series of leaflets that sets out key information about Oxford City Council's Tenancy Services.

This leaflet tells you what happens and things to look out for when you move into an Oxford City Council home.

You can download a copy of this leaflet from [www.oxford.gov.uk](http://www.oxford.gov.uk)

### Translations available

অনুবাদের ব্যবস্থা আছে  
提供有翻譯本  
तरजमे उपलब्ध है  
उवनमे मिल सकते वन  
ترجمہ دستیاب ہے

☎ 01865 252119

## Tenancy Services Leaflets Available

- Garages
- Guide to Exchanging Your Tenancy
- How to Pay Your Rent
- Keeping Pets in Your Home
- Living in a Tower Block
- Making Your Own Improvements to Your Home
- Moving into Your Home
- Moving from Your Home in the Event of Emergencies and Major Repairs
- Moving Out of Your Home
- Neighbour Nuisance
- Opening Times of Local Services Shops and Housing Offices
- Succession to Tenancies
- Tenancy and Estate Management Services
- Transfers

**Tenancy Services & Estate Management**  
**St Aldate's Chambers**  
**St Aldate's**  
**Oxford OX1 1DS**

E: [housing@oxford.gov.uk](mailto:housing@oxford.gov.uk)

# Moving into Your Home



**For Oxford City Council Tenants**

## A Checklist of Things to Do to Ensure Your Move Goes Smoothly



If you are currently a private tenant or a tenant of a Council or Housing Association property you need to give written notice that you are leaving, at least 28 days before you intend to move into your new home.

You are responsible for organising and paying for the removal of belongings and furniture to your new home.

You will meet your Estate Manager when you view your Oxford City Council new home. When you accept the property you will be asked to sign a Tenancy Agreement, which is a legally binding contract. At this meeting you will have a chance to discuss any questions that you may have, and we will agree with you a date for moving in.

Before you move in we will make sure of the following:

- Your Estate Manager will ensure that you are aware of the main points of your Tenancy Agreement before you sign it.
- Rubbish and personal property of previous tenants has been removed.
- Your home will be safe and secure.
- Your home will be refurbished to the Decent Homes Standard.
- We will let you know how much rent you have to pay, and any service charges you have to pay.
- Any furniture you have rented from the Council will be delivered to your new home.

## What You Need to Arrange Before You Move In



- It is your responsibility to contact utility suppliers such as the gas, electricity, water and telephone and inform them you will be liable for charges at your new home.
- Contact the Council Tax Section to advise them that you are moving in.  
Council Tax Team T: 01865 **252870**  
E: [counciltaxteam@oxford.gov.uk](mailto:counciltaxteam@oxford.gov.uk)
- You should take out contents insurance on your new home.
- Notify the Council's Electoral Registration Section
- We recommend that you arrange to re-direct your mail. You need to fill in a form at the Post Office at least 7 days before you move.

If you wish to discuss any aspect of this leaflet, please contact your Local Housing Office by telephone or visit by appointment, or ask your Estate Manager to visit you at home.

### Local Services Shops and Housing Offices

**Opening times:** please pick up a copy of our opening times leaflet, or check out our website on [www.oxford.gov.uk](http://www.oxford.gov.uk).

## Useful Contact Numbers



Contact us on **01865 249811**

### Other Council numbers

Rents Team T: 01865 **467200**  
E: [rentsteam@oxford.gov.uk](mailto:rentsteam@oxford.gov.uk)  
Furnished Tenancy Team T: 01865 **252617**  
Council Tax Team T: 01865 **252870**  
E: [counciltaxteam@oxford.gov.uk](mailto:counciltaxteam@oxford.gov.uk)  
Housing Benefits Team T: 01865 **252849**

### Utilities numbers

Southern Electric T: **08457 444555**  
British Gas T: **08457 888400**  
Thames Water T: **0845 9200800**  
British Telecom T: **0800 800 150**

### Check-out the latest fuel prices

[www.buy.co.uk](http://www.buy.co.uk) T: **0845 906 0708**  
[www.uswitch.com](http://www.uswitch.com) T: **0800 093 0607**  
[www.saveonyourbills.com](http://www.saveonyourbills.com) T: **0845 083 0808**