



Moving Into Your New Home

Moving in should be an exciting time, getting to know your neighbours and enjoying your new home. This leaflet gives you hints and tips to ensure your move goes as smoothly as possible.

Keys

Trust will provide 3 sets of keys, with fobs for the main door if required. If you need extra keys, Trust will get these, for a small charge.

Telephone

Your new home has a telephone line – you'll need to open a new account with a supplier.

Council Tax

You should arrange to pay your Council Tax and for any discounts to be applied.

TV Licence

Make sure you have a TV Licence for your new address.

Some Trust developments are eligible for a concessionary licence – local staff will tell you how to pay Trust for this.

Home Contents Insurance

Do you have adequate insurance from any insurer to cover your belongings?

One option is the Diamond Insurance Scheme, designed so that you only pay for the cover you need. Local staff have leaflets or call the Allocations Team on **0131 444 1200**.

Trust already pays for buildings insurance.

Housing Benefit

To claim Housing Benefit for your new home you **must** complete a new application or change of circumstances form **immediately**.

Remember – you are responsible for paying full rent from the date your tenancy starts, but you can only claim Housing Benefit from when you move in.

Organisations that need to know you have moved

For example:

- Banks or building societies
- Pension or benefits providers
- Insurance providers
- Doctors and hospitals
- Dentist
- Social work or other support
- Optician.

Forwarding mail

Contact Royal Mail directly to ensure mail to your old address is forwarded to your new home.

Electricity and Gas

Set up new accounts with the energy supplier(s) you choose – just take meter readings. You will be informed of the current supplier – you can choose to stay with them or switch supplier.

In some properties, you will pay a monthly charge to Trust for heating and hot water. Trust then pays the supplier.

If you require any further information or guidance please contact local staff or your Service Manager or call **0131 444 1200. Call this number if you would like this information in a different format.**

Information correct as of April 2017.