PREPARING YOUR DEPARTURE

At the end of your stay you will have several steps to undertake and documents to request.

ACCOMMODATION

- **Give notice of departure**: before leaving your home, you must send your notice of departure to your residence, agency or owner. Depending on your contract, and if the city where you reside is classified as “zone tendue”, the notice period may be one or three months. Use registered mail with acknowledgment of receipt, available at the post office, to send your letter. The period starts from the day the landlord receives your letter.

- **Set the date for the leaving inspection**: contact your landlord early to agree on a date for the inspection visit. This visit enables the landlord to check the condition of the apartment and make sure no damage has been done. In case of damage, the landlord may keep all or part of your deposit. In this case, he must send you an invoice to justify the expenses.

SUBSCRIPTIONS AND SERVICES

- **Cancel subscriptions, services and insurance**: contact your service providers to request the cancellation of your subscriptions. Depending on the contracts and types of services, special conditions and fees may apply. Refer to your contract for information on how to proceed.

  Services to be terminated: insurance, water, electricity, gas, telephony, Internet

ADMINISTRATIVE FORMALITIES

- **Banking**: you will need to close your bank account and repatriate the remaining funds. Get in touch with your bank advisor as soon as possible.

- **Inform French authorities**: inform the various administrations such as CPAM, CAF, Employment Center, and the tax center of your place of residence by registered letter with acknowledgment of receipt.

  *Are you leaving Lyon but staying in France? You can inform the authorities of your new address online on the Public Service website.*

EMPLOYMENT

Ask for the end of contract documents to be provided by your employer: employment certificate, certificate from Pôle Emploi provided by the employer, contract termination letter if necessary.

SCHOOL

Ask to be sent all records and report cards for your children.

  *You will find downloadable models of letters in our FAQ section.*