



**Property
Services**

Changes to your property

Let us know about changes to your property

As a customer of NHS Property Services, we ask that you inform us of any planned changes to the space you use, at least three months in advance.

By keeping us up to date with changes, we can continue to support you with your health and safety compliance responsibilities and make sure that you are billed the correct amount.

Let us know when you plan to:

- Change how you use space (e.g. clinical to non-clinical)
- Swap space in your building, or move to a different building
- Reduce the amount of space you currently use
- Expand the size of space you occupy
- Vacate your current space

www.property.nhs.uk/occupancy

@NHSPROPERTY



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Call our Customer Support Centre
on **0800 085 3015**



Email:
customer.service@property.nhs.uk



Visit our website:
www.property.nhs.uk/occupancy
to download a simple form



Speak to your property manager

www.property.nhs.uk/occupancy

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