

How to end your tenancy



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You must give us at least 28 days written notice to end your tenancy

You can do this in writing - either by sending us a letter or filling in a form, which you can get from our office. Your husband or wife, your partner or any joint tenant, must also sign to show that they agree the tenancy should be given up. Please remember to tell us the date you are moving out and your new address. You should also tell us who supplies your gas and electricity.

What Happens Next?

We will write to you to confirm the date your tenancy will end and to make arrangements to visit you before you leave.

You must pay rent up to the end of the 28-day notice period even if you actually move before then.

The Housing Services Officer and Technical Services Officer together will make an appointment to visit you before you leave and will be able to answer any questions you may have.

At that visit we will inspect the condition of your home. If there are any repairs that are your responsibility, you must complete these before you leave. We will also look at the decoration and if this is not in an acceptable condition, we will ask you to improve it.

You must leave your home in a good state of repair and decoration and leave your garden tidy. We will charge the costs of clearing it to you if you do not.

If You Have Carried Out Home Improvements

If you have carried out any home improvements with our permission, you may be entitled to compensation.

You should make your claim in writing when you end your tenancy.

The leaflet "Alterations and Improvements" will give you further details on this.

Before You Leave Remember!

Before moving out of your house, you must do the following:

- Leave the house in a clean and tidy condition as well as in good decorative order
- Remove all your belongings, including clearing the loft space and any rubbish from the garden
- Make sure any lodgers or sub-tenants leave with you
- Remove any fixtures or fittings you have installed without our permission and put right any damage caused
- Check with us to make sure you have made all payments due
- Contact your gas and/or electricity supplier to arrange final meter readings
- Turn off the water at the stopcock
- Give us a forwarding address where we can contact you if we need to.

If you do not do these, and we have to clear the house, we will recharge the cost of any work we do.

What Do I Need To Do On The Day I Move Out?

You should call at our office and hand in all keys to the house (including window locks).

When you hand the keys in you will need to pay any rent and rechargeable accounts due to us.

Abandonment

If you leave your home and do not end your tenancy, we can end your tenancy by serving notices on you and giving you fair warning that we plan to do this. We will try to find you but, 28 days after we have served the Notice, your tenancy will end.

If you are going to be away from your home for any good reason for a long period of time - for example, if you will be in hospital, staying with friends or even if you have been sent to prison, you should let us know.

If you abandon your home, we will clear it and dispose of any possessions we find there unless they would be more valuable than the costs of 6 months storage. The value will be the value at auction, and this will be much less than you paid for them. If your property is worth keeping, we can sell it after 6 months and keep any funds.

You will be responsible for paying rent due to the end of your tenancy - and the costs of clearing your home, changing the locks, etc.

If you come back later and you believe we have acted unfairly, you can use our Complaints procedure, and take legal action against us. If you can prove that we did not follow the law properly, we will provide a new tenancy for you.

We will keep a record of what we dispose of and the addresses we have cleared it from.

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HAPPY TO TRANSLATE

Honorary President: Jennifer, Lady Balfour of Burleigh, Chairperson: Thomas R.D. Brown CPFA,
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