

Moving out

All tenancies end on a Sunday, not on the day you leave.

Ending your tenancy

You must write to tell us you are moving out 4 weeks before you leave the property. The letter must include a forwarding address and the date you are leaving. Termination forms are available from your housing officer.

Tenancies always end at midnight on a Sunday and the rent must be paid up until then, even if you move out earlier in the week.

Notice.

You must let us know in writing at least 4 weeks before you leave. If you do not let us know we can charge you rent for an extra 4 weeks.

Inspecting and viewing.

You must let us into the home to assess what repairs need doing, and to let new tenants look around. We will give you a reasonable amount of warning.

Keys.

You must return the keys to us by 12 noon on the Monday immediately after the Sunday on which you tenancy ends. If you don't, you will have to pay rent for the next week and for any lock change necessary.

Outstanding repairs.

You must carry out any work which is your responsibility. We will charge you for the cost of any work you should have done but we have to do after you have left.

Clearing and cleaning the property.

You must remove all your belongings and leave the home clean. We will charge you for any clearance or cleaning we have to do.

Moving out check list

Before handing in the keys, make sure that:

- ▶ You have paid any rent or charges you owe us
- ▶ The property is clean and you have wiped down all worktops, sills, kitchen units and floor tiles



- ▶ All your furniture, carpets and belongings have been removed, including from sheds and lofts, and no rubbish is left in the house or garden
- ▶ You have done any repairs or redecoration that are your responsibility
- ▶ You have contacted the gas, electricity, water and phone companies to finalise your accounts
- ▶ You have told the Council's Council Tax section you are moving, and if you claim Housing Benefit, you have told the Benefits Agency and the Council's Housing Benefit Office
- ▶ You have arranged for a CORGI registered gas installer to disconnect any gas appliances you are moving
- ▶ You have arranged for the post to be redirected.

Gas, electricity, telephone and water companies

Inform these companies that you are leaving and arrange for final readings or emptying of the meter or you may have to pay for services used by the next tenant. The applicable company must carry out disconnection of any appliances. These companies usually require one week's notice to terminate their services; this can usually be arranged by telephone. Please make sure that supply pipes to appliances such as your cooker and washing machines are capped off.