

Guidance Note for Termination of Tenancy

1. Under your tenancy conditions you are required to give us at least 4 weeks' written notice unless otherwise agreed, in writing. If notice of termination is received on a Monday then that will be the date the notice of termination starts. If the notice of termination is received after MIDDAY on a Monday then the date of termination will be taken from the following Monday. Any further extensions of time will be charged at the weekly rental amount.

2. Before vacating, please ensure that you remove all items from the property and external areas including furniture, carpets, cookers, fridges, washing machines, vehicles, sheds, greenhouses and outhouses. External fabrications i.e. greenhouses will need to be removed.

Please note: Any remaining items will be disposed of on receipt of the keys or termination date (whichever falls first). You will be charged for the full cost of removing any items you leave plus a 10% admin charge and VAT.

3. All keys and fobs for the property and communal areas will need to be returned. We can arrange for these to be collected or you can bring them into our office. If they keys are not returned and you exceed the 4 week notice period this will result in a further weeks rent being charged. Even if the keys are returned or collected early, you will be charged up until the termination date.

4. If the property does not meet the standard outlined in your tenancy agreement, you will be recharged the full cost of bringing the property up to this standard. This could include repairs, as per our rechargeable repairs policy, steam cleaning or gardening (if the garden has not been maintained).

5. Rent MUST be paid up to the date of termination.

6. If you have an outstanding Right to Buy application, please cancel this by calling 01743 210214

7. If the tenancy is being terminated because the tenant is going into residential care, or the tenant has died, and there is no successor, we will accept the notice to quit from the tenant's personal representative, or executor of the late tenant's estate. We cannot terminate a tenancy where the tenant has died until we have received a copy of the Death Certificate.

Terminating your tenancy may have serious consequences for your future housing prospects. For example, if you give up a tenancy without good cause and become homeless, the Local Council may have a very limited legal duty to assist you. If you are unsure about whether you are making the right decision, please contact your local housing office.

PLEASE NOTE: ON YOUR TENANCY END DATE YOUR CURRENT ENERGY SUPPLIER FOR GAS / ELECTRICITY WILL DEFAULT TO SCOTTISH AND SOUTHERN ENERGY IF YOU WISH TO EXTEND YOUR TENANCY END DATE, WE NEED AT LEAST 5 DAYS NOTICE TO ADVISE THE ENERGY SUPPLIER OR SSE WILL TAKE OVER YOUR SUPPLY.

