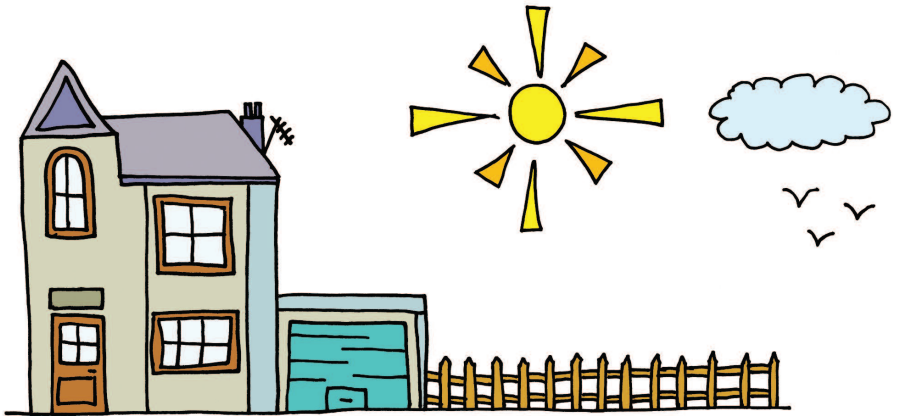


Supported Housing

leaving your property, what you
need to know



Giving Notice

You must give at least four weeks notice to end your tenancy. In certain circumstances less notice will be accepted. One weeks notice will be accepted in the event of a death. In the event of the tenant moving into residential care, or another property within the same area, two weeks notice is required. If outside the area four weeks notice is required. When you contact us, either by telephone or in writing, we will issue a Notice to Quit form for you to complete. In the event of the tenant's death, please include a copy of the death certificate. Please read this carefully and make sure all sections are completed before you sign and return the form. (The Notice to Quit must be signed by the tenant, executor or person with Power of Attorney). Your notice period will begin on the Monday following receipt of your fully completed form. Rent will be charged during the notice period. If the tenant was on housing benefit, and has passed away, the benefit will cease on the date of death.

Property Inspection

As you are aware, it is your responsibility to leave your home and garden clean, tidy and undamaged. You may be charged for any work that has to be carried out to make the property suitable for the next tenant. This can be very expensive. Therefore, before you leave your property, a visit by your housing officer is vital. This visit enables you and your housing officer to discuss what work is required to leave your property in a suitable condition. During this visit, the date that your tenancy will end can also be confirmed.

Keys

All keys, and fobs, including garage and Spire Homes-owned shed keys, must be handed into the office. A key receipt will be issued showing the date and time the keys were received. If you hand in your keys after 12 noon, you will be charged a further full weeks rent. If this is difficult the keys can be handed to the housing officer who will also issue a key receipt. A void inspector will re-inspect the property and if any items are damaged or rubbish is left behind, you'll be advised of the recharge policy at the time.

Tenants Compensation for Improvements

You may be eligible for compensation payments for certain improvements you have made, i.e. central heating, new kitchen, bathroom. Ask your housing officer for further details during your property inspection. You will have up to 14 days after your tenancy expires in which to make a claim.

Changing Address

Who have you notified? *(you can use the blank spaces to make your own list)*

Bank / Building Society	<input type="checkbox"/>	Insurance Company	<input type="checkbox"/>
Doctor	<input type="checkbox"/>	Dentist	<input type="checkbox"/>
DVLC	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Packing Up

Have you organised your transport for moving / or booked a removal company?

Have you removed all carpets / floor coverings?

Is all rubbish removed from both the house and garden?

Have you cleared your loft?

Have you completed any jobs your housing officer identified as being **your responsibility** during the inspection visit?

Have you cancelled:

Milk

Newspapers

Moving Home Check List

Getting Ready To Move

Tick Box when Completed

- Have you given proper notice?
- Have you made an inspection appointment?
- Are your rent payments up to date?
- Have you informed the Council Tax Department?
- Have you any outstanding repairs to report?
- If you also have a garage, are you ending this tenancy too?
Have you reported this?
- Are you on any benefits? Have you informed your local office?
- Have you notified the following companies of your moving date?
- Gas
- Electric
- Water
- Telephone
- Have you collected all your keys and fobs from family, friends, etc?

Moving Day

- Have you turned off the** Gas? Electric? Water?
- Have you taken your meter readings?
- Have you handed in **ALL** your keys and fobs?

Remember you must hand in your keys **before 12 noon** on the Monday your tenancy ends to avoid paying additional rent.

This leaflet is available in various formats, i.e. different languages, braille, audio formats etc. Please contact us for further information.



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Rushden Office

1 Crown Court
Crown Way
Rushden
Northamptonshire
NN10 6BS

t: 0845 603 5399

text: 447797 800062

Rutland Office

Pinewood
1 Cold Overton Road
Oakham
Rutland
LE15 6NT

t: 01572 755465

text: 447797 800062

email: spirehomes@longhurst-group.org.uk

www.spirehomes.org.uk

