

# Ending your tenancy

what you need to know



## Welcome

**This leaflet is designed to inform you of the different types of information that we can provide to you. Spire Homes has many useful information leaflets for tenants.**

**These can be about company policies and procedures, explaining tenants rights, etc. There also some leaflets designed to give specific information to supported housing tenants.**

## Ending Your Tenancy

This leaflet explains how to end your tenancy and what you need to think about when you move out.

## How Do I End My Tenancy?

To end your tenancy either:

- Fill in the Notice to End a Tenancy attached to this leaflet, or
- Write to your Housing Officer.

You must give us at least four weeks notice if you want to end your tenancy, and this four week period must start on a Monday.

It is important that we receive your notice or letter by the Monday that the notice period starts, so take account of any postage time. To make sure that it arrives on time, you can drop the form into the office.

## What Information Do I Need To Provide?

The Notice to End a Tenancy asks for all the information we need to end your tenancy. If you decide to send a letter instead, please include the following:

- The date you want the tenancy to end (this must be a Monday)
- The date you will return the keys (this must be on or before the date the tenancy ends)
- Your forwarding address
- A contact phone number so we can contact you to arrange to inspect your home before you move
- Your signature and the date you signed the letter.

Again, please remember that we must receive the letter four weeks before you want your tenancy to end.

## What About Rent?

It is your responsibility to make sure your rent account is clear when your tenancy ends. Please contact the Income Recovery team at the Rushden Office if you want to know the balance on your rent account.

If you owe us money when you leave, we will take legal action against you in the County Court. Having a County Court Judgement (CCJ) against you will make it much harder for you to get credit in the future, such as a mortgage, loan or credit card.

If you claim Housing Benefit and need to move out before your tenancy ends, contact the Housing Benefit Team at your local council.

They will explain how to claim HB on both your old address and your new address at the same time. This can prevent you getting into rent arrears. Please also talk to your Housing Officer about this, as we can often help.

## **I Have Heard That You Inspect My Home Before I Move Out**

All tenants are responsible for making sure their home is clean, tidy and undamaged. We will visit you before you leave and tell you if there are repairs or other work that you need to do before moving. If you are able to do the work yourself, this generally works out cheaper, as we will charge you if we have to carry out the work ourselves.

Large items of rubbish can be disposed of at your local council's Household Waste Site and many councils provide a Bulky Waste Collection service. Contact your local council for details of these as soon as possible; there may be a charge or special arrangements for some services and appointments sometimes have to be made a few weeks in advance.

## **When Do I Have to Return The Keys?**

Please return the keys to us, including any window keys, by 10.30am on the Monday that your tenancy ends. If you do not return the keys by this time you may be charged an additional weeks rent and for the cost of changing the locks

## What If I Move Without Giving Notice?

Spire Homes will charge you up to the date that we take possession of your home. We will also charge you for the cost of changing locks.

### MOVING OUT CHECKLIST

Have you given us four weeks notice to end your tenancy, and provided us with a forwarding address and phone number?

If you have a garage, and want to end that tenancy as well, have you told us about this?

Have you collected all spare keys from family and friends?

Have you organised a van to move your belongings?

Have you arranged for carpets and floor coverings to be taken up?

Have you cleared the house, the garden and the loft, and is everything clean, tidy and free of rubbish?

Have you done all the repairs from the end of tenancy inspection, and any other repairs you are responsible for?

Are your rent payments up-to-date?

Have you arranged to get your mail forwarded to your new address?

Have you told:

- Electricity
- Water
- Cable/satellite
- Benefits Office
- Schools
- Dentist
- Gas
- Telephone and Mobile
- Council Tax
- GP
- Insurance Company
- DVLA (Driving Licence)

Have you cancelled:

- Milk
- Window cleaner
- Papers

Other: .....  
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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](mailto:spirehomes@longhurst-group.org.uk)  
[www.spirehomes.org.uk](http://www.spirehomes.org.uk)



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