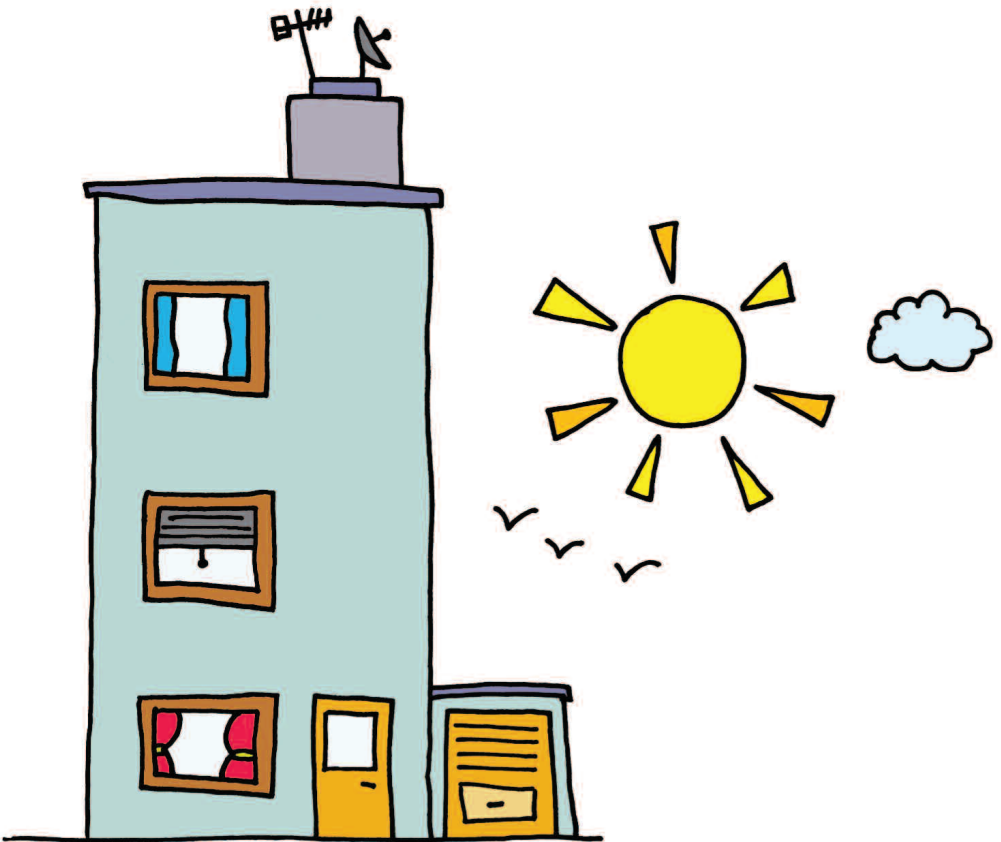


Leaving Your Property

What you need to know



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?

Giving Notice

You must give at least four weeks notice to end your tenancy. Only in certain circumstances, ie. after the death of a tenant, will less notice be accepted.

When you contact us, either by telephone or in writing, we will issue a Notice to Quit form for you to complete. 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.

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 is required to leave your property in a suitable condition. During this visit, the date that your tenancy will end can also be confirmed.

Gas Appliance Safety

If you intend to remove your own gas fired appliances, the work must be carried out by a qualified and CORGI registered engineer. All gas service pipes must be capped off, sealed and tested in accordance with current legislation.

Rubbish Removal

It is your responsibility to completely remove all items owned by you from your property and garden, including rubbish. If you have problems removing large items, you may contact the Council's Community Services Department on: **01832 742000** and ask about the Bulky Refuse Scheme. Please note that sheds are not included in this service and that payment will be required in advance.

Recharges

If any items are left behind we will have to charge you, which can be costly.

Time spent removing your rubbish could save you pounds later on.

Your housing officer will advise on the recharges at the time of pre-termination inspection, where one has been arranged.

Any damage or vandalism to the property will be charged to put things back to the way they were with standard fittings and the cost of this will be recharged back to you. Please refer to our leaflet: "An Easy Guide To Help You Leave Your Home In Good Condition".

The list here shows some of our standard recharges:

	Set Price (£)
Carpets and flooring per layer	33.25
Large items removed eg beds, wardrobes	18.80
Small items removed eg small chair, cupboard	5.20
Fridge/freezer/cooker/dishwasher/TV	140.25
Dilapidated structure eg shed, lean-to, greenhouse	111.15
Graffiti on walls per m ²	11.45
10 bags of rubbish	27.00
Missing or damaged door	110.10
Damaged or non standard toilet seat	20.80
Non standard brick structure including patios	207.80
Untidy garden eg overgrown hedges, brambles, trees	415.00
Removal of rubbish will be charged per skip load or pro rata rate	519.50

The above list of standard charges is indicative of type of cost that will be recharged.

Keys

All keys, including garage and shed keys, must be handed to your housing officer who will arrange a time to collect the keys before 12 noon on the Monday after the tenancy ends. 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. Your housing officer 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.

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 during the inspection visit?

Have you cancelled:

Milk

Newspapers

Window Cleaner

Moving Day

Have you turned off the Gas? Electric? Water?

Have you taken your meter readings?

Have you handed in **ALL** your keys?

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

Changing Address

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

Bank / Building Society Insurance Company

Doctor Dentist

DVLA Schools

_____ _____

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.

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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