

# Ending Your Tenancy



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## 1 If you want to end your tenancy, you should contact your housing officer. They will do the following.

- Agree a date on which your tenancy will end. This will be at least 28 days after you confirm in writing you are giving up the tenancy.
- Give you a termination of tenancy form.
- Tell you your responsibilities up until your tenancy ends (including how much rent you have to pay).
- Arrange a date with you for your home to be inspected.
- Deal with any questions you may have.

## 2 Filling in the termination of tenancy form

- This form will confirm the date on which your tenancy will end.
- You and any joint tenants must sign and date the form in the correct place.
- If you live in the house with your husband or wife (who are not joint tenants), they must also sign the form to confirm that they have agreed to give up the tenancy.

## 3 Keys

By 12 noon on the day that your tenancy ends, you should hand in two sets of keys to your local Clyde Valley office. You must return keys for all doors, including:

- main doors;
- controlled-entry doors;
- the veranda door;
- bin stores; and storage areas.

## 4 Inspecting your property before you leave

We will inspect your home before you leave to make sure that it is being left in a satisfactory condition.

After the inspection, we will let you know if you need to:

- remove or return to their original state any alterations or improvements you have carried out **without** our permission;
- carry out any repairs you are responsible for;
- carry out any work to bring your home up to an acceptable standard; or
- remove any sheds, outhouses and so on.
- If you fail to carry out anything we have asked you to do, we will carry out the work and charge you for it.

## 5 Before you leave your home, it is important that you do the following:

### ***Gas, electricity and phone bills***

Please make sure that you contact the relevant companies so that they can arrange to read your meter and give you the final bill.

### ***Fixtures and fittings***

You will need to fill in any holes or repair any damage left by wall fittings you are taking with you (for example, wall lights).

### ***Floor coverings and furniture***

You should remove all floor coverings when you leave the property. We will not be responsible for any items left in the property and we will charge you for the cost of having to remove any property you have left behind.

### ***Cleaning***

Once the house is empty, you should sweep up. Remember to clear all sheds, garages and other storage areas. If you have any items you want to be uplifted (removed), you should contact the council's uplift service.

## 6 Remember

If you do not end your tenancy in line with this guidance, we will charge you the cost of bringing your home up to an acceptable standard.

It may also affect your ability to get another rented house in the future. For more information, please contact any of our offices listed on the back of this leaflet.

## Other Useful Numbers

North Lanarkshire Council Special Uplift	01698 302010
South Lanarkshire Council Special Uplift	01698 717777
Scottish Gas	0845 600 6229 / 0845 609 1133
Scottish Power	0845 2727 111

## Clyde Valley Housing Association

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*E-mail:* [cvha@cvha.org.uk](mailto:cvha@cvha.org.uk)

*Web:* [www.cvha.co.uk](http://www.cvha.co.uk)

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## Opening Times

Monday - Thursday 9.00 am to 5.00 pm

Friday 9.00 am to 4.30 pm