



HOW TO...

Terminate your Tenancy

INCLUDING APPLICATION FORM

TRANSFORMING HOMES, LIVES AND NEIGHBOURHOODS



How do I end my tenancy?

Your tenancy agreement requires you to give us four weeks' notice. This must be in writing stating that you wish to terminate your existing tenancy.

The four-week period will start from the Monday following the date your correspondence is received at the office.

For garages/garage plots, one full week's notice is required.

What do I need to do once I have handed my notice in?

Your Housing Officer will inform you of any arrears, recharges or court costs that are outstanding on your account. If you do have any outstanding debts these will have to be paid IN FULL before or at the time you return the keys to the office.

Please leave your new forwarding address with the housing officer.

When you give notice to terminate your tenancy, an appointment will be made

for a pre-termination inspection to be carried out. Providing that you allow access for this inspection, you will be paid £10 in cash at the time of the visit.

What do I have to remove from my property?

You should leave the premises in a clean and well-maintained condition.

The property must be cleared of all possessions and rubbish.

This will include floor coverings, furniture or any improvements that you may have made whilst you were living in the property, for example light fittings.

The external areas including gardens, sheds, ponds or garages must also be left clean and clear of your possessions and discarded rubbish or litter.

If your property is left in accordance with the above, you may be entitled to a payment of £50. The member of staff carrying out the pre-termination inspection will give details of this to you.

What happens if I do not leave my property clean and tidy?

It is Trent & Dove's policy to recharge outgoing tenants for any damage or missing fixtures or fittings that may have arisen during your tenancy.

If the recharges are not paid and you apply for housing in the future you will be refused accommodation until these outstanding debts are cleared.

What happens if I need to extend my notice of termination?

You will need to notify your housing officer as soon as you are aware that you cannot move out of your property on your original date and this must be confirmed in writing.

When do I hand in my keys?

Your keys should be hand delivered to the office by 12 noon on the last day of your tenancy. If your keys are not received on time you will be responsible for paying the rent until the keys are returned.

The most important thing to remember is to keep us informed of any changes so that we can work together.



Notice of Termination of Tenancy

Name(s)

I/We wish to give notice of my/our intention to terminate the tenancy of my/our:

(Please tick all boxes that apply)

Property

Garage/garage plot

Address of property

Date of termination of tenancy: (Date tenancy will end)

PLEASE NOTE: You must give four week's notice - the tenancy will terminate at 12 noon - keys must be returned by this time or an extra week's rent will be charged.

Garage site address

Date of termination of tenancy: (Date tenancy will end)

PLEASE NOTE: You must give one week's notice - the tenancy will terminate at 12 noon on Monday. The keys must be returned by this time or an extra week's rent will be charged.

Forwarding Address

My reason for terminating the tenancy is: (Please indicate below with a tick)

Transferring to another Trent & Dove property

Moving into a residential home

Taking up a private tenancy

A parent / family member / friend is deceased

Taking up a housing association tenancy

Garage no longer required

Buying a home in the private sector

Moving in with friends/relatives



If you indicated on the previous question that a parent / family member / friend is deceased please complete the following:

What is your relationship to the tenant

Your Name

Address

Tel. No.

Please give details of any outstanding repairs you believe are Trent & Dove's responsibility:

Joint tenants must both sign, if this is not possible please state details below:

Signed

Signed

Date

Date

PLEASE NOTE: The keys must be delivered to your area office before 12noon on the date you wish the tenancy to end.

An inspection of the property will be carried out at the end of the tenancy

An inspection will also be made prior to you vacating.

IMPORTANT

Charges will be made to you for the removal of any rubbish / furniture and for any damage / or repairs which are the tenant's responsibility.



If you would like information in another language or format, please ask us

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे - *Hindi*

اگر این اطلاعات را به زبانی دیگر یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید - *Farsi*

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براے مہربانی ہم سے پوچھئے۔ - *Urdu*

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, - *Polish*
prosimy dać nam znać.

ئەگەر زانیاریت بە زمانیکی کە یا بە فۆرمیکی کە دەوی تکیایە داوامان لێ بکە - *Kurdish*

OTHER LEAFLETS AVAILABLE

How to Apply for a Garage

How to Deal with Anti-social behaviour or Nuisance

A Guide to Making Alterations & Improvements

A Guide to Annual Safety Checks & Service Programme

A Guide to Keeping Pets in your Home

A Guide to Aids and Adaptations in Your Home

How to Pay your Rent

A Guide to Making Compliments Comments & Complaints

A Guide to Reporting a Repair

A Guide to Becoming Involved

A Guide to Customer Standards

Welcome to Trent & Dove Housing

A Guide to Finding a Home

For more information on any aspect of our service,
please contact Trent & Dove Housing at:

Trinity Square, Horninglow Street,
Burton upon Trent,
Staffordshire, DE14 1BL.
Tel: 01283 528528

11 Bradley Street, Uttoxeter,
Staffordshire, ST14 7QA.
Tel: 01889 561870

Or by email: enquiries@trentanddove.org

