

CHAPTER

9

Ending **your** Tenancy

ADUR
DISTRICT COUNCIL



Ending your Tenancy

If you want to end your tenancy, you must give us at least four weeks notice to quit ending on a Monday. In exceptional circumstances we may accept a shorter period.

A form to terminate your tenancy is available from any of our Local Housing Offices.

End of Tenancy Checklist – make sure you have;

- ✓ **Removed all your possessions from the property and garden**
- ✓ **Returned all the keys associated with the property**
- ✓ **Left all the premises clean and tidy**
- ✓ **Reinstated any council fittings and fixtures, making good any damage and any alterations you have made**
- ✓ **Notified the relevant companies i.e. gas and electricity suppliers**
- ✓ **Cleared the rent account**
- ✓ **Given us a forwarding address**
- ✓ **Left the internal decorations in good condition**

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Keys

When you leave, you must return all of the keys for the property including, front and back door keys, plus any shed or coal store keys (and main entrance keys if you live in a flat with a security system) to the nearest Local Housing Office.

Please make sure that you have secured all windows to the property and reported any outstanding defects. Rent will cease to be due from the Monday after the keys are handed in, provided we receive them before 10am.

If there are any internal door keys to your home please leave them in the doors to which they belong but do not lock them.

Moving to another Adur Council Property

Transfers

If we are offering you a transfer then we do not require you to give four weeks' notice, although when you sign up for your new home you will have to terminate your old tenancy. The offer letter will give an intended date for the new tenancy to start, usually from the week after the date of the offer.

While it is accepted that this does not give much notice to organise moving etc., it is done because of pressure on the available stock of homes. If this causes a genuine problem, contact the Allocations staff to discuss the possibilities of extending it.

The same procedures as above will apply as far as the surrender of keys to your existing home is concerned. However, if you wish to overlap your move, you may contact the Allocations section to discuss whether you can make a special arrangement to have the tenancies of both properties for a short while. You will be

the tenancies of both properties for a short while. You will be expected to pay the rent on both properties until you return the keys to your old property

Mutual Exchanges

With a mutual exchange between two or more tenants, you will need to agree a date on which it is to take place both with the other tenants, and also with the council. Please note that you cannot exchange without the prior written approval of the council. We will not refuse unreasonably. You will also need to complete the necessary deeds of assignment at the time of the exchange.

In this case you need only to arrange the exchange of keys with the other tenant, and ensure that you notify gas, electricity and water suppliers of the removal date.

You must agree with the other tenant what furniture, carpets, fixtures etc. are to be left and who is responsible for clearing rubbish. The council will not accept any responsibility for such matters on a mutual exchange and you will have to sign agreeing to this effect. If the outgoing tenant has damaged or removed anything which is the council's responsibility in law to repair then we will carry out the work and recharge the outgoing tenant the full cost.

Housing Benefit

If you are moving, and in receipt of Housing Benefit, you must complete a new application form for the new property. If you do not do this you may accumulate rent arrears.

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Guidance Notes - Vacating your Home.

General advice

As a general rule we expect a property to be clean, tidy, empty of furniture and effects, and with all the fixtures and fittings that were there at the start of the tenancy.

There should be no rubbish left in any gardens, sheds or fuel stores, or lofts (we do check). If rubbish or other items are left, it is normal policy to charge for clearance, unless this has been specifically agreed with the council in advance.

Normally one of our Maintenance Officers will inspect the property within 24 hours of our receiving the keys from the outgoing tenant.

Fireplaces/Heating Systems

Some form of space heating was in place at the start of your tenancy, even if it was only an open fireplace, and therefore something should be left. If for example you have removed a fireplace and installed a gas fire in its place, you must either leave the gas fire installed and in working order, or re-instate the fireplace.

If you are leaving an open fireplace, please ensure that the all-night burner, fire basket, etc. are left in place and are usable. Alternatively, a wall mounted electric fire left in working order would be an acceptable substitute.

Electricity

We always have the electricity supply checked by a qualified electrician after a tenant has moved out to ensure that they are safe and that all fittings, points, etc. are usable. The only exception to this rule is where a mutual exchange has taken place. Therefore:

- **Please do not remove bulb holders when taking down lampshades etc; if there are broken or missing fittings or bare wires left, you will be charged for their replacement.**
- **Please leave all wall lights, or else take them down and remove all wiring and make good decorations.**
- **Please leave any cooker panels or additional wiring you have had installed. If you have installed new wiring with out permission and it turns out on inspection not to be up to the standards the law requires, then we will either remove or replace it and you will be charged for the cost of the work.**

Cookers

Do not leave old cookers in the property, especially if they are connected, unless they are of good quality and it has been agreed in advance with the council to leave it. Even if this is agreed the appliance should still be disconnected. Any costs of disconnection and removal will be charged to the outgoing tenant.

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Rubbish

If you leave rubbish, including any furniture, carpets etc., without the prior agreement of the Council, then a charge will be made to clear it. This includes rubbish or effects left in the property, garden, sheds, outhouses or loft.

Please do not leave odd items of furniture or floor coverings, in the hope that they might be useful to the next tenant, without getting the agreement of the council first, as at the time you leave, we do not always know who the next tenant is going to be.

Sheds, Greenhouses etc:

These may be left, but only if they are in a safe condition. You will be charged if we have to demolish or clear any unsafe buildings which you had put up during your tenancy.

Charging Ex-tenants: Our Policies.

Inspections

Immediately you give us notice to quit or we arrange a transfer you will be visited by a council officer who will advise you of any items that need to be put right **before** you leave your home. Additionally, any repair work that can be completed before you leave will be undertaken to ensure that the period the property remains empty is kept to a minimum. It will not always be possible to complete all repairs before the new tenant moves in.

What We Will Charge For

As an outgoing tenant can normally expect to be charged for the following sorts of work:

- **Clearance of rubbish left in the property, garden, shed, loft, outhouse, garage etc.**
- **Renewal of items, fixtures or fittings which are missing**
- **Repair or replacement of items which are in poor condition and not a result of fair wear and tear**
- **Repairs, replacement, or making good following alterations to the property which are unauthorised, unfinished or done to an unsatisfactory standard.**

Sending the Bill

If we decide that there is work needed which should rightly be charged to the outgoing tenant, then after inspection we will write to you advising you of the work that is required and the reasons we are charging it to you. We will also detail the approximate cost of the bill and who to contact if you wish to discuss the matter

Once received the bill should be paid within 28 days. If you are unable to pay the full amount in one go, then you should contact the Finance Department and arrange to pay in regular installments.

Ending your Tenancy

Compensation for Improvements- how the scheme works

The Right to Compensation applies to improvements, made with written permission, which were started on or after 1 April 1994 (compensation for improvements made prior to this date are discretionary). As a council tenant you may be able to get compensation for improvements you have made to your home. You can apply for when your tenancy ends, which is usually when you move. If you are exchanging your property with another tenant in the district the right to compensation does not apply.

Who Qualifies?

The Right to Compensation applies to most council tenants and you can gain more information in the leaflet 'A Better Deal for Tenants - Your New Right to Compensation for Improvements' which is available from any of our offices.

How do I Claim?

You should make a claim for compensation when you tell the council you want to leave. You have up to 14 days after your tenancy ends to make a claim. If you are not sure, ask at any of our offices, how to claim.

We will need enough information to decide how much compensation you will get.

We need to know:

- **your name and address;**
- **what improvements you have made;**
- **how much each improvement cost; and**
- **the date the improvements began and finished.**

How Much Will I Get?

You can get up to a total of £3000 for any one improvement, although value of the improvement will go down as it gets older. If the payment is calculated at below £50 on payment cannot be made.

Any rent owed to the council can also be deducted from your compensation.

Adur Homes Service

Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex
BN11 1HS

The information in these leaflets is available in alternative formats (e.g. large print). If you should require these please contact us.