



HOW TO END YOUR TENANCY



How to end your tenancy

You must end your tenancy by filling in a ‘Notice to end a tenancy’. This form is included at pages 4 to 8 of this booklet.

If you have already written to tell us that you want to end your tenancy, we still need you to fill in the form. However, the date we received your letter will be the date that your notice period starts. (See ‘Date you want to end your tenancy’).

If you receive support, you may also need to end your support agreement, depending on where you are moving to. If you want to continue with support at your new address, please discuss this with your support worker.

How to fill in the form

Names of all tenants

Please include the names of all tenants of the property. If you are a joint tenant, all tenants should agree to end the tenancy and sign the notice. However, if only one joint tenant fills in the notice, it will end the whole tenancy and anyone left in the property will be there illegally.

Address

This is the address of the property where the tenancy is being ended.

Date you want to end your tenancy

Usually you must give us four full weeks’ notice, which ends on a the day of the week prior to your tenancy start day. E.G If your tenancy commenced on a Wednesday and you hand your notice in on a Friday, four full weeks notice will commence from the following Wednesday and end on a Tuesday.

The exceptions to this are as follows:

- If you are ending the tenancy on behalf of someone who has died, we will charge rent up to the Sunday after you have returned the keys. You should still fill in the form as soon as you can.
- If you are moving to another Broadacres property or a property owned by certain landlords within the North Yorkshire Home Choice partnership area, your existing tenancy will normally end at the same time as your new tenancy starts. You can ask to have both properties for a short period to help you move in. If we agree, you will need to pay rent on both properties. If you get Housing Benefit you may, in certain circumstances, be allowed benefit on both properties for a short period. You should contact your local Housing Benefit office to check.

If you need to extend your notice period because of circumstances beyond your control, you must tell us in advance.

If you want to withdraw your notice, you must do so before the date that your tenancy is due to end as we will usually offer your home to someone else before your notice period ends.

Date you expect to leave

If you expect to leave before the date your tenancy ends, please let us know as we may be able to let the property sooner. If we can let it before the end of the notice period, we will only charge you the rent up to the date it is let.

If you do leave the property before your tenancy ends and you are getting Housing Benefit, this will stop when you leave. However, unless we can let the property earlier, you will have to pay the rent up to the end of your tenancy.

New address

Please tell us the new address that you are moving to, in case we need to get in touch with you. You should arrange to forward your mail to your new address.

Reason for ending the tenancy

This helps us to understand why tenants choose to leave our homes. Reasons could include 'buying your own home', 'moving job' or 'moving out of the area'.

Inspecting the property

We will need to come and look at your property before you leave. This is because:

- It helps us to find a new tenant before you leave;
- We can give you advice – for example, if you have made any alterations we can tell you if these are satisfactory;
- We can identify any repairs that need to be done; and
- We can discuss any outstanding issues such as rent arrears.

Please tell us how we can contact you and when you are available.

Signatures

As the tenant, you must sign the form. If you are a joint tenant, all joint tenants should sign the form (see 'Names of all tenants'). If the tenant cannot sign, someone else can only sign on their behalf if they have power of attorney. We will need to see evidence of this.

If the tenant has gone into a residential or nursing home, the manager or social worker can confirm that the tenant is unable to sign.

If the tenant has died and you are ending the tenancy as their executor or next of kin, you should sign the notice and put your name and address in the space below.

Information on your home

We need this information to help us find a new tenant for your home as soon as possible.

Notice to end a tenancy

Name of the tenant (or tenants):

Address:

.....

Date you want to end your tenancy agreement: / /

(You must give four full weeks written notice, ending on the day prior to your tenancy start date. If the tenant has died, see 'Date you want to end your tenancy' in this booklet).

Date you expect to leave the property (if earlier): / /

New address:

.....

.....

Reason for ending the tenancy:

.....

If private rent, please give reason for this (i.e work, location)

.....

We will inspect the property before you leave. Please give us a contact phone number or tell us when we can make our inspection.

Phone number:

Dates when you are available.....

Please help us to re-let your home by giving us the following information:

Name of your gas supplier.....

Name of your electricity supplier.....

Please circle the correct information:

Number of Bedrooms: Bedsit / One / Two / Three / Four

Gas key or card meter: Yes / No

Electric key or card meter: Yes / No

Heating type: Gas / LPG / Oil / Electric / Solid fuel / Air Source

Cooker point: Gas / Electric / Both

Water meter: Yes / No

Phone point: Yes / No

Automatic washer point: Yes / No

Bath or shower: Bath / Shower / Both

If shower only, is it: Level Access (with a screen) / Shallow Tray / Wet Room

Garden type: Private / Communal / Court Yard / None

A hardstanding for car parking in the garden: Yes / No

A garden shed: Yes / No

Parking: On Street / Off Street / Resident Parking Scheme / No Parking

Wheelchair access to the front door: Yes / No

Close to schools: Yes / No

Close to transport links: Yes / No

On a bus route: Yes / No

Close to basic amenities (shops): Yes / No

Close to a park: Yes/ No

Close to a doctors: Yes / No

Have you carried out any alterations to your home? Yes / No

If 'Yes', please list what you have done:

.....
.....
.....
.....

Are there any outstanding repairs needed at your home? Yes / No

If 'Yes', have these been reported? Yes / No

If they have not been reported, please list them below:

.....
.....
.....
.....
.....

Would you be prepared to allow someone who is offered your home to look around?:

If they came by themselves? Yes / No

If they came with our staff? Yes / No

If 'yes' to either of these, how can we contact you to arrange this?

.....

I understand and agree to the following:

I must return all keys by 10am the day after the tenancy ends. If I do not I will pay rent until I return them and I will also pay for changing the locks.

I must remove all my belongings from the property, including the garden and any sheds/outhouses. Broadacres accepts no responsibility for anything left at the property and they may dispose of any items and charge me any costs.

I must leave the property in a good state of repair and clean condition. I must remove all flooring, blinds and curtains. If any repairs, decorations or cleaning are needed, other than through fair wear and tear, Broadacres will charge me for the cost of this work.

If I owe any money, Broadacres can pass on and receive information about me from other agencies so that they can take action to recover the money.

If I am claiming Housing Benefit, I understand that Broadacres may pass details of my new address to the Housing Benefit Department.

Signed:

Date:

Signed:

Date:

If you are ending this tenancy on behalf of a tenant who has died, please fill in the following and also provide a copy of the death certificate.

Your name:

Relationship/Executor:

Your address:

Phone number: Date of the tenant's death:

Please return the completed form to:

Broadacres Housing Association, Freepost RRBZ-TATA-BYHL, Mount View, Standard Way, Northallerton DL6 2YD (You do not need a stamp.)



Broadacres

ENDING YOUR TENANCY

DON'T FACE ADDITIONAL CHARGES!

PROPERTY HANDBACK CONDITION CHECKLIST:

- Ensure you remove all carpets, flooring and curtains from the property
- Ensure you remove all personal belongings and appliances from the property
- Ensure you repair any damage caused throughout the property
- Ensure holes from photographs or television brackets are filled and decoration is made good to the area
- Once the property is empty, please ensure the property is left in a clean, safe condition and in good state of decoration
- Ensure you only put household waste in the bins. If the Council refuse to take the bins a recharge will apply to remove the waste
- Finally, take a meter read for the gas and electric, prior to handing your keys into Broadacres.

Please be aware, Broadacres will recharge you the full costs associated with removing any items left in the property following the termination of your tenancy.

Broadacres will also recharge all costs associated with having to make good or repair damage and decoration throughout the property.

If you have any questions regarding this checklist, please contact your Housing Officer to discuss further.

Alterations to the property and garden

If you asked for permission to improve your property, you will have been told if you were entitled to compensation when your tenancy ended. If so, you should contact us to claim your compensation.

We will also have told you whether you need to leave your alterations in place or to return the property to its original condition. If you cannot remember, please contact us. You must not ask the next tenant to pay for any of the alterations that you must leave in place.

If you have made alterations without our permission, you should contact us so we can inspect them and advise you about whether the work is satisfactory.

Repairs

Please tell us if there are any repairs that need doing so that we can order them as soon as possible.

Viewing

We try to re-let properties during the notice period in order to reduce the amount of rent we lose. If you can let a new tenant look around your home, this will help us and we would always tell you in advance. This may benefit you if you would like to sell carpets or curtains. (See 'The condition of the property and removing your belongings'.)

Other information about ending your tenancy

Keys

You must return the keys to us by 10am on the day after your tenancy ends (or the next working day if this is a weekend or bank holiday). If you do not return the keys by this time, we will continue to charge you rent until you do so, or until we change the locks. (We will also charge you for changing the locks.)

You can return your keys by post or by bringing them to our office in Northallerton. **We cannot accept responsibility for keys until we receive them.** You must send them by Recorded or Special Delivery, and we recommend you use a padded envelope.

Once you have posted the keys, please phone us and let us know.

You must return at least the same number of keys that we originally gave you. This will be a minimum of two keys for each lock. If you return fewer keys, we may charge you for changing the locks.

Rent

You must pay your rent until the end of your tenancy. If you get Housing Benefit and leave the property before your tenancy ends, your Housing Benefit will usually stop when you leave.

If the tenant has died, their Housing Benefit will stop from the following Monday. If you are ending the tenancy on behalf of a tenant who has died, then rent must be paid from their estate. If you are the executor, you are responsible for making sure that you pay this. Please ask if any rent is owed and how this can be paid.

The condition of the property and removing your belongings

You must leave the property in a clean and tidy condition. If we have to repair any damage, remove rubbish, clean the property or tidy the garden, you will be charged. If you have bulky items such as furniture to remove, your local council may offer a service. If the furniture is in good condition, there may be local schemes that can re-use the furniture. Contact your local council for advice.

If you leave anything in the property, we will assume that you do not want it and we will get rid of any items as we consider appropriate. We will charge you any costs for doing so.

If you make arrangement to leave items in the property for the new tenant, you must let us know. We cannot be held responsible for such arrangements. In exceptional circumstances, we may need to withdraw an offer so we can deal with an emergency re-housing situation, for example in the event of a flood.

Telling other people that you are moving

You will need to tell a lot of people you are moving. Make sure you tell your gas, electricity, phone and water companies to make sure you do not pay for any use after you have left.

Remember to also tell:

- Your local council for their Council Tax records or if you get Housing Benefit (or both);
- Your local benefit office;
- TV licensing; and
- The post office, so you can redirect your mail.

If you need any more help, please get in touch with us.

We can supply our documents in large print, on CD, in Braille, in picture format and in languages other than English.

How you can contact us

Please write to us at:

Broadacres Housing Association
Freepost RRBZ-TATA-BYHL (you do not need a stamp)
Mount View
Standard Way
Northallerton
DL6 2YD
Phone: 01609 767900
Fax: 01609 777017

e-mail: info@broadacres.org.uk

Website: www.broadacres.org.uk

Call into our head office:

Broadacres House, Mount View, Standard Way,
Northallerton DL6 2YD
Monday to Thursday 8.45am to 5.15pm
Friday 8.45am to 4.45pm

Broadacres Housing Association Limited is an exempt charity
Homes and Communities Agency registration number: LH4014
Register of Friendly Societies number: 27656R

Feb 2019