



# End your tenancy the right way

**Beechdale Community Housing Association**

*BCHA is directly controlled by its tenants*

# Ending Your Tenancy

## This leaflet tells you more about

- How to end your tenancy with us
- Exit inspections
- What you have to remove from your home
- What happens if you do not leave your home clean and tidy
- Re-chargeable repairs
- How to extend your notice if you need more time
- Paying your rent
- Handing in your keys
- Receiving your £250.00 payment

By following a few simple steps you can earn yourself £250.00.

## How do I End my Tenancy with BCHA?

Your tenancy agreement requires you to give us at least 4 weeks notice, ending on a Sunday. We may be able to reduce this period in certain circumstances.

You must give us notice by filling in and signing a Notice of Termination of Tenancy. Our staff will help you to fill out this form correctly. You should provide your forwarding address and the date that you are planning to move out.

# Exit Inspection

## Arranging an exit inspection before I leave

An appointment will be arranged with you our staff when you sign your Notice of Termination of Tenancy.

## What is an Exit Inspection?

A Tenancy Officer and our contractors will inspect your home before you leave.

### We will:

- Inspect the outside of your home and may arrange for any repairs such as guttering, roofing etc, to be carried out before your tenancy ends.
- Inspect the inside of your home so that we can plan for any work we may need to carry out when you leave.
- Tell you if any alterations you have carried out to your home are dangerous and/or unacceptable and will ask you to put things right before you leave.
- Tell you if you have damaged anything in your home and ask you to put things right before you leave

# Re-charges

## Re-chargeable repairs

If we find that

- you have either damaged your home or
- you have carried out improvements without our permission that are not acceptable you will be given the opportunity to put these right.

We will inspect them again before you move out to make sure that any work that you have carried out is safe and satisfactory.

However, if you have not put things right we will re-charge you for any repairs we have to carry out.

## What else could I be re-charged for?

Your home, including the gardens, and any garden sheds or out-buildings will need to be empty of all your belongings and rubbish, including carpets.

We will re-charge you for the removal of any items of furniture or rubbish that you leave in your home, gardens, sheds and outbuildings.

# £250?

## How can I earn the £250.00 Tidy Property Award?

This will be paid if you leave your home, gardens, sheds and out-building in a clean, tidy and well maintained condition.

We will inspect your home on the date that your tenancy ends after we have received the keys from you.

If you qualify for this award the payment will be sent to you within 7 days of your tenancy ending.

If you owe rent arrears or any other debt then this £250.00 payment will be paid towards your debt first. If there is any money over, we will send it by cheque.

# Rent

## What about paying my rent?

You must pay your rent up to the Sunday your tenancy ends.

If your Housing Benefit does not cover the whole of your rent you must continue to make your rent payments until the end of your tenancy.

If you move out before your tenancy ends your Housing Benefit will stop and you will have to pay your rent until your tenancy ends.

You will need to clear your arrears. If you can't, speak to our staff to make an arrangement to pay them after you have moved out.

Please remember that generally Housing Benefit will not be paid if you move out early.

## What if I can't move out on the date that my tenancy is due to end?

You will need to notify us as soon as you know that you cannot move out. We can then change the date that your tenancy will end on.

# Handing in Keys

## When and where do I hand in my keys?

Bring your keys to our office by 12.00 noon on the Monday following your tenancy ending on the Sunday.

If you do not return your keys on time you will be charged extra rent. If you fail to return the keys at all you will be re-charged for new locks for the property.

If you require any help in understanding this information or you need an interpreter to read it to you please ask someone to contact at BCHA on your behalf.

If you require this information in

**LARGE PRINT** or audio tape

please contact BCHA in

**01922 648252**



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