

**Termination of Tenancy Pack**

**Cathcart & District Housing Association**

**3-5 Rhannan Road**

**Cathcart**

**G44 4AZ**

**YOU ARE REQUIRED TO GIVE FOUR WEEKS WRITTEN NOTICE OF TERMINATING A TENANCY**

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| **Property Details Reference Number** |  |  |  |  |  |  |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Flat Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |

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| **NOTICE OF TERMINATION**  **Tenant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **I hereby authorise you to let my Cathcart & District Housing Association from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at which time I will return all house keys to**  **Cathcart & District Housing Association, 3-5 Rhannan Road, Cathcart, Glasgow, G44 4AZ** |

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| **Signatures: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse/Co-habitee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **ACCESS ARRANGEMENTS**  **Please supply details of forwarding address**  **Tenant/Next of Kin, Keyholder**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Daytime Phone Numbers : Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Access Time for Maintenance Officer Inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Access times for accompanied viewing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Handover Inspection Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Any refusal or delay regarding inspection may result in additional rent charges.** |

**CATHCART & DISTRICT HOUSING ASSOCIATION LTD**

**Checklist for Tenant’s Vacating House**

**Please read this list before leaving your house.**

Unless you are getting a transfer, or the tenant is deceased or hospitalised, 28 days clear notice is required when giving up the house.

It is essential that you allow an inspection to be made by the Maintenance Officer before you leave.

Access details must be available before you leave to allow prospective tenants to view the house. Any views will be authorised by Cathcart & District Housing Association and any future tenants accompanied by a Housing Officer, if requested by you.

The keys for your property should be handed back no later than 4.00 pm on the date your tenancy is terminated. If there is a delay in returning the keys you will be charged extra rental or the locks changed and the cost involved charged to you. Two sets of front door, back door, door entry keys etc. should be returned, otherwise you may be charged for new keys/locks.

If the house is left requiring cleaning and/or clearing out you may be charged an extra 14 days rent to allow the Contractors to carry out the work, and the cost of cleaning.

Rent will be charged after the giving up date if keys are not handed in by then.

Please check with the Maintenance Officer when he/she inspects your house what fixtures and fitments must be left. If damaged or missing fixtures and fitments are discovered you will be charged for their replacement.

Have you notified your gas and electricity provider, British Telecom and the Post Office that you are leaving. If you have a prepayment meter this must be left with a zero balance and your energy supplier notified.

Have you notified the DSS, if you are receiving Social Security, your doctor, your dentist, your employer?

Ensure you turn of gas and electricity before leaving.

Where the tenant is deceased and you are acting on their behalf please ensure all belongings are removed from the house and keys handed in before the giving up date. If delays are expected, contact this office immediately.

**A FEW TIPS BEFORE YOU MOVE**

Obviously you want everything to go as smoothly as possible on removal day (and so does your remover!) so the few minutes studying this leaflet will help towards the success of your move.

**Disconnections**

Removers are not allowed to interfere with mains service. Therefore, ensure that all electrical, water and gas appliances are safely disconnected.

**Domestic Equipment**

If you still have the manuals, check the instructions for moving hi-fi, televisions, washing machines, and so on. If in doubt, either contact the manufacturers (most will have consumer departments) or speak to your remover.

Remember to roll up and secure all flexes.

**Fridge/Deep Freezers**

Experts emphasise that any movement of a freezer in a frozen condition involves risks to the cabinet, the mechanism and any food in it. Therefore ensure the appliance is emptied, defrosted and dried out 24 to 48 hours prior to removal. After removal, allow the appliance to stand for up to 12 hours before switching on.

**Packing**

Ensure all your goods are packed in strong containers and that plenty of packing surrounds the items within the containers. Items not packed properly and which are then damaged are your responsibility.

All wardrobes must be emptied before removal. If drawers are not unpacked for the removal, ensure they are not overfilled. Do not overfill any containers/boxes.

Please remember, it is your responsibility to make sure goods are well enough packed to avoid becoming damaged and to this end newspaper is an ideal packing material. Remember to pack breakables separately and stack plates on end and not flat.

**Breakables**

Try and label any box with breakables in it and tell the contractor about the boxes before the removal commences.

**Flammables/Liquids**

No fuel is to be stored. All appliances must be emptied of liquids or gas, and no batteries left in appliances.

**Valuables**

No jewellery, coins, or monetary notes, are to be packed as these are not to be included in the removal.



Handover Checklist

🞏 Property has been cleared of any furniture/personal belongings

🞏 Property is left in a clean, re-lettable condition

🞏 Gas and/or electric meter readings have been taken and energy providers notified of your move

🞏 Prepayment meters should show a £0.00 balance and any debts paid

🞏 Gas and electricity supply should be turned off before leaving the property

🞏 All mail should be re-directed to your forwarding address

🞏 Housing Benefit notified of your change of address

🞏 Gas and electricity

🞏 All sets of keys (minimum of two sets) returned to the Association before 4pm on date of termination

Signed by tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Housing Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Handover Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_