

## TERMINATION OF TENANCY CONDITIONS

As a tenant wishing to terminate your tenancy you must adhere to the following conditions:-

- 1) Give at least 28 days written notice of termination.
- 2) Sign a Notification of Termination of Tenancy form, which will record the termination date, pre-termination inspection appointment, rent account information, your reasons for leaving, forwarding address and telephone number. Please note your reasons for leaving help the Association identify if there are any problems with the property or its location, neighbours, services provided by the Association or a lack of certain types of housing.
- 3) You must allow the Association to carry out a pre-termination inspection of your property. This inspection will identify any outstanding repairs, damage to property or alterations carried out by you or the Association that require to be carried out or reinstated prior to the termination date.
- 5) You should be present at the pre-termination inspection as you will be advised of and will sign the declaration confirming any repairs or alterations work that, under your Tenancy Agreement, are your legal obligation to carry before moving out. Failure to complete these works may result in you being recharged the cost for the Association to carry out these works.
- 6) The Association will advise you of all rent (including arrears and any other costs outstanding) due to be paid in full by you prior to the termination date. If you are unable to pay in full this amount prior to your termination date, staff can agree with you a repayment plan to pay arrears due after your termination date. You can choose from a range of easy payment options the one which suits you best. If your rent and any arrears are not paid in full or you have not agreed a repayment plan, your case may be passed to our Debt Recovery Agency.
- 7) Under your Tenancy Agreement it is your legal obligation to leave the house in a clean and tidy condition and remove all your belongings. Failure to do so may result in you being recharged the cost for the Association to carry out these works. All household items, including posters on walls/doors and floor coverings, (e.g. carpets, vinyl or laminate) must be removed. Where the property has a loft and/or cellar, these must also be cleared. For any bulk items you are not taking with you please place near the bin shelter in the backcourt for uplift in tenemental properties or contact the office to arrange a bulk uplift service for main door properties. All other items should be disposed of normally into rubbish bags placed into your own bin or bins in backcourt.
- 8) For those tenants who have powercard/quantum meters for gas and/or electricity, they should leave a minimum credit on the meter to allow safety tests to be carried out.
- 9) A minimum of 2 sets of all keys, including controlled entry door keys and cellar keys if applicable, must be returned to the Association office on the termination date, or agreed key handover date. Failure to do so may result in you being recharged the cost for the Association to replace missing keys.

You must sign below to indicate your agreement to the above these conditions. If you are unable to be present at the pre-termination inspection, you should authorise an agent to act on your behalf.

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Signed by Tenant (& Joint Tenant)

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Tenant's Agent (if applicable)

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Signed for Provanhall H.A

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Date