



Moving Out of Your Home

If you plan to end your tenancy, Trust needs 28 days written notice.

There are a few things to be done to end your Trust tenancy. If you can't do them yourself, your next-of-kin should make sure they are all completed.

You have the right to stay in your home for as long as you wish, provided you follow the rules set out in your Tenancy Agreement. Your tenancy can only be ended in one of the following ways:

- **28 days written notice** from you
- Written agreement between yourself and Trust
- If you abandon the property
- If you die and there is no-one entitled to inherit the property
- By conversion to a Short Scottish Secure Tenancy
- If Trust gets a court order to evict you on one of the grounds set by legislation and detailed in your Tenancy Agreement.

You (or your next-of-kin) are responsible for ensuring that your home is **clean, tidy and in good decorative order** when it is returned to Trust. Trust will assist you by completing inspections with you when your notice is received, and again when you move out.

At the end of your tenancy you should:

- **Pay all rent and other charges up to and including your last day of tenancy** (even if you move out before this date)
- Make sure you don't owe Trust any money
- **Return all keys** on or before the last day of your tenancy
- **Empty your home**, including furniture and floor coverings
- Leave everywhere – inside and out – **neat, tidy and clean**
- Provide a **forwarding address**
- Remove anything installed without Trust's permission, and repair any damage
- Apply for any 'compensation for improvements'
- Ensure everyone living with you leaves too
- Take meter readings
- Inform relevant people and organisations that you're moving.

Trust will let you know whether you are responsible for any repairs or other works to bring your home up to standard. Your home should meet the Trust lettable standard (except for 'fair wear and tear'). You should **make sure these repairs and works are completed before the end of your tenancy**. If you don't, Trust will charge you (or your estate) for the cost.

If you require any further information or guidance please contact local staff or your Service Manager or call 0131 444 1200. Call this number if you would like this information in a different format.

Information correct as of April 2017.