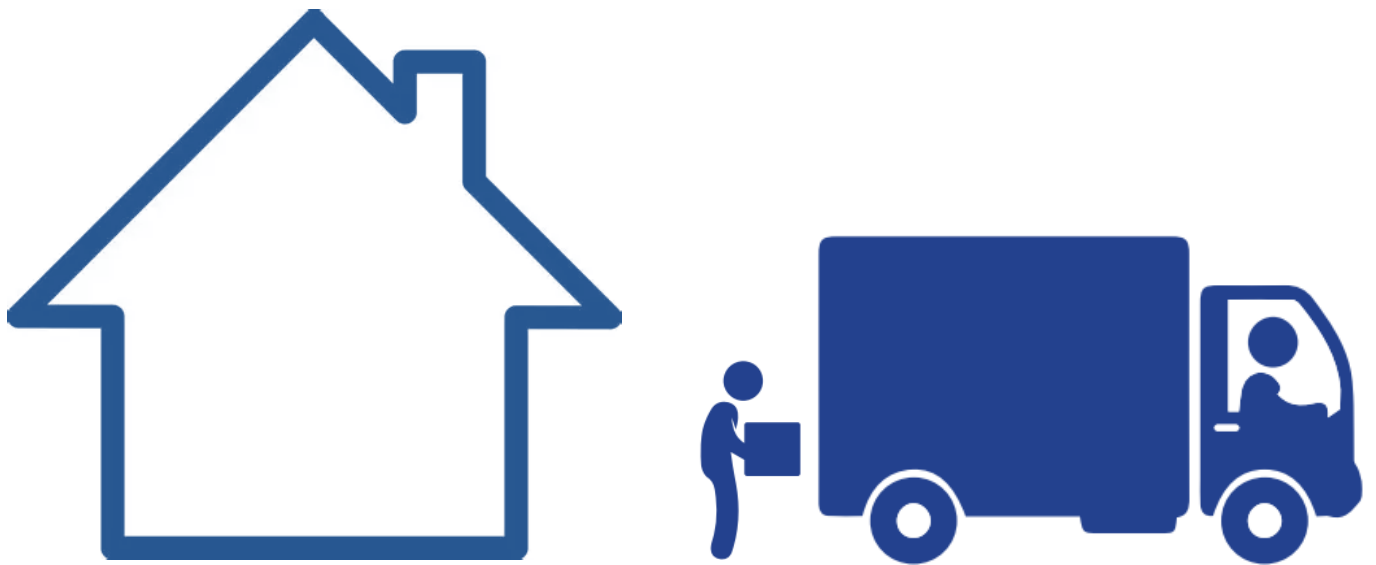


A Guide to Terminating Your Tenancy



When Should I Tell You I'm Moving?

You must provide at least 28 days' written notice. Your tenancy will officially end 28 days' after we receive your written notice. You are responsible for paying rent and keeping the property secure until that date, even if you move out earlier.

How do I give Written Notice?

- Download a Termination of Tenancy Form from our website or request a copy by post.
- Complete and return the form to our Edinburgh or Wishaw office.
- All tenants and joint tenants must sign the form.
- If you are married or living with a partner who is not a joint tenant, they must also sign the relevant section to confirm they agree to end the tenancy and do not wish to claim occupancy rights.

What are Occupancy Rights?

Under the Matrimonial Homes (Family Protection) (Scotland) Act 1981, a spouse or cohabiting partner who is not the tenant may have the right to remain in the property :-

- Spouses have this right automatically.
- Cohabiting partners must apply to the court. If your partner wishes to claim occupancy rights, they must contact us immediately.

How will I know my tenancy end date?

Once we receive your notice, we'll send you a letter confirming the end date. On that date, the property must be cleared and keys handed in to a Trust office or to your Development Manager if you live in our Later Living Accommodation.

Can I change my mind?

Yes. You can withdraw your notice any time before the 28-day period ends. After that, your tenancy will end and you must leave.

How much rent will I pay?

You are responsible for rent until the tenancy end date, even if you move out earlier.

We will confirm the amount due in writing.

If keys are not returned on time, rent will continue to be charged.

Unpaid rent may be passed to a debt collection agency or result in court action, which could affect future housing applications.

What condition must I leave the property in ?

Please leave the property **clean and tidy** :-

- Clean thoroughly, including kitchen cupboards.
- Remove all floor coverings and sweep floors.
- Clear all rubbish, furniture, cupboards, sheds, loft.
- Complete any tenant repairs.

- Fill and paint any holes in walls.
- Tidy the garden.
- Leave wheelie bins and whirligig (if applicable).

If the property is not left in good condition, we will carry out work and recharge costs to you.

What repairs are my responsibility?

- A Pre-Termination Inspection will take place 2–3 weeks before your tenancy ends.
- You'll receive a list of repairs to complete and a deadline.
- A final inspection will follow after keys are returned. If repairs are not completed or done poorly, we will carry out the work and recharge costs. Additional repairs found after you leave will also be charged.

Other Things To Do Before Moving Out :-

- Redirect mail via the Post Office.
- Disconnect or transfer your phone line.

- Notify benefits and agencies, eg your doctor, bank etc.
- Arrange uplift of large items (eg fridges, sofas) before leaving. For a Special Uplift, call your local authority.
- Leave appliance manuals and all keys (including window locks).
- Take final meter readings and inform gas / electric suppliers.

We will notify Council Tax and Housing Benefit of your tenancy end date

When do I hand-in my keys ?

Return all keys by 12 noon on your tenancy end date to a Trust office or the Development Manager if you live in Later Living accommodation.

Include keys for:-

- Door Entry Systems
- Front / Back Doors

- Bin Stores
- Car Park
- External Stores
- Gas Meter

Will you need Access before I leave?

We'll need access for the pre-termination inspection. We may also request access for viewings to re-allocate the property quickly. Your co-operation is appreciated if this is requested.

Further Information

If you have any questions, please contact your **Customer Partner**.



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If needed, this leaflet may be translated into other languages and can be provided in other formats such as large print.

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