

## Ending Your Tenancy with us

We want to make sure that the move out of your current property goes as smoothly as possible, and with the least amount of expense being incurred. Your responsibilities at the end of your tenancy are set out within the tenancy agreement; however this leaflet provides further detailed advice on what you need to do once you have completed a notice and before handing in the keys for termination.

### Giving us notice to end your tenancy

You must give us at least 28 days notice, in writing, of terminating your tenancy, including a forwarding address, this can be done by completing the '**Notice to Terminate a Tenancy**' form at any of the city wide housing offices. If you do not give 28 days notice, or you hand the keys in early, we will charge you the rent for the full notice period. Your tenancy will end on the Sunday immediately after the 28-day notice period has elapsed.

Every member of your household must be made aware that a notice to terminate the tenancy has been submitted, and that all occupiers will be required to vacate prior to the keys being handed in. If you are a joint tenant you will also need to give the other tenant four weeks notice, as this may affect their position of remaining within the property.

If the tenancy ends as a result of a death we will terminate the tenancy on the following Sunday after receipt of the keys. If no-one is entitled to take over the tenancy, the tenancy will end. (See Bereavement leaflet for further details).

### Leave it Clean

Before vacating your home we would encourage you to leave it in a clean and tidy condition. It is your responsibility to do so. The following list will assist you in achieving this. However if the property is not left in a satisfactory condition you will be recharged for any costs incurred.

- Personal property and belongings to be taken with you.
- All furniture, domestic appliances, curtains, floor coverings, underlay/ grippers to be removed.
- All fixtures and fittings i.e. doors, cupboards to be in a good state of repair. Where your own light fittings are removed a basic pendant should be provided in their place.
- Ensure that a "Gas Safe" installer disconnects any gas appliances in your home.
- All other items or rubbish should be cleared from the house, this includes loft spaces, gardens, sheds, etc and should be disposed of in the correct manner. If items remain after you have left, Aire Valley Homes will arrange for removal and charge you with the cost along with any appropriate administration fee.
- All modifications/ alterations carried out by yourself, that have no proof of authorisation or permission to remain within the property, must be removed

and be reinstated to its original form. If the improvements have to be removed by AVHL the costs incurred by us will be charged to you.

Typical recharge costs:

Item	Cost	Item	Cost
Gain access & change lock	£40	Renew Wash Hand Basin	£175
Reglaze Window or Door	£60	Renew WC Cistern	£75
Board up Window or Door	£30	Renew WC Pan	£75
Renew Internal Door	£85	Renew Bath	£450
Renew External Door (Timber)	£500	House Clearance	£100-£400
Renew External Door	£700	Garden Clearance	£100-£400

- The standard of decoration in the property should be in a good condition, any nails, screws, hooks, stickers, posters, blu tac, etc. should be removed, minor holes in plasterwork should be filled.
- All sanitary ware, kitchen sinks, work surfaces, cupboards, window and door frames, electric sockets and radiators to be cleaned. Floors should be swept and mopped.
- Ensure that broken or cracked glass in windows are replaced, toilets and drains are unblocked, carry out any other minor repairs that you are responsible for or as a result of neglect or misuse.
- Your garden must be left in a tidy condition, grass and hedges should be maintained to an acceptable level. Any personal sheds, greenhouses, garden equipment should be removed. Missing or damaged fencing should be replaced with materials acceptable to AVHL.

### What happens next?

During the period of the notice we will arrange with you a suitable date to carry out an inspection of your home. This will allow us to:

- Discuss any concerns or reasons for leaving your home.
- Agree to the condition that you must leave your home in.
- Identify any repairs that are required to be carried out that are either your or our responsibility.
- Identify if you have made any improvements or alterations that we approved. (you may be entitled to compensation for improvements)
- Consider how quickly we can relet your property. We may, at a later date, wish to arrange an accompanied viewing with a prospective new tenant.
- We will give you the opportunity to bring your home up to the required standard, however if it does not, we will carry out any necessary work and charge you for the costs involved. Under your tenancy agreement you are responsible for paying this.

## Paying your rent

- You must ensure that your rent is paid up to the end of your tenancy. If you receive a Housing Benefit, this will stop as soon as you move out, so you will have to pay rent yourself if you move out before the end of the Notice period.
- If you owe debt to us when you leave, we will pursue you for payment and take legal action in the County Court if you do not pay.
- We employ Debt Recovery Agents to track your whereabouts and visit you to collect the debt if you do not pay Aire Valley Homes directly before you leave.
- If you leave with rent arrears, or any other debt this will affect any future application you may make for housing.

## Handing in your keys

- Your keys must be handed in no later than 12 noon on the Monday after the date your tenancy ends, to your local housing office or One Stop Centre. If you do not, we will continue your tenancy, and further rent will be charged.
- All keys, including garages, sheds, outhouses, external gas meters cupboards, window locks etc. should be submitted.
- Should your keys not be handed in, and it is necessary to change locks, the cost of this will be charged to you.
- Once your property is empty, a full inspection by one of our surveyors will take place to identify any repairs required before we can let it to a new tenant.
- If we find any repairs that would have been your responsibility, they will be completed and any costs incurred to be recharged to you.

## More information

- You should inform your gas and electric suppliers that you are leaving and arrange for them to read the meters and send you their final bills.
- Inform Council Tax & Housing Benefit agencies of your pending move.
- Please make sure your telephone is disconnected and your contract has been ended to ensure that you are not charged for any more calls.
- Make sure that everyone who needs to know has your new address, you can arrange with the Post Office to redirect your mail after you leave. Aire Valley Homes cannot accept responsibility for forwarding on any mail once you have left.
- Advise the TV licensing authorities of your new address.
- Cancel your newspapers, milk, any other subscriptions and regular deliveries.

Should you require further information please contact any of the following telephone numbers or email Aire Valley Homes Leeds at [avhleeds.enquiries@avhleeds.org.uk](mailto:avhleeds.enquiries@avhleeds.org.uk)

## Useful Telephone Numbers

Call Centre	0800 915 6660
Rothwell One Stop Centre	0113 2477051
Morley One Stop Centre	0113 2243738/ 39
Swarcliffe Housing Office	0113 2144334/36
Kippax Housing Office	0113 2146838
Inner Housing Office (Covering Middleton, Hunslet, Holbeck and Beeston)	0113 2141775/ 2141977
Property Lettings Team	0113 2141980
Council Tax	0113 2224404
Environmental Services	0113 2224046
Leeds Benefit Services	0113 2224404
Slate Furniture Store	0113 2704005