**Ending Your Tenancy**

This guide will help you, if you are thinking of ending your tenancy with Dovecotes TMO.

**How much Notice should you give?**

You need to write to us, giving at least four weeks’ notice, to end your tenancy.

Your notice letter must include:

* The date
* The address of the property you are leaving
* The date you want to end on (the Monday four weeks after we receive your letter)
* Your new address

You can download a tenancy form (insert Termination Notice.pdf).

During the notice period we will arrange a Pre- leaving Inspection with you.

**Returning your keys**

You need to return your keys **no later than 12 noon on the Monday when your tenancy ends.** If you don’t, you will be charged an extra week’s rent.

You will need to return your keys to Dovecotes TMO, Pendeford Housing Office.

**What if someone else lives with you?**

You should tell them the date that you are leaving and that they will need to leave on the same day. This includes joint tenants, family, friends or lodgers.

**What happens if I owe rent?**

If you owe us money due to unpaid rent, chargeable repairs or court costs, it is important that these debts are cleared before you leave as it could affect you when you apply to be-rehoused in the future. If it is difficult for you to pay what you owe immediately, we can make an agreement how these debts are cleared.

**What happens if I move out before the tenancy ends?**

If you move out before the tenancy ends, you must continue to pay the rent charge until the tenancy ends. Housing Benefit or universal credit is only paid while you are living at the property.

**What should I do if my relative dies and they were a council tenant?**

We will ask you to fill in a form to legally end the tenancy. This form will give four weeks’ notice to end the tenancy. The tenancy will continue until the four weeks’ notice period ends.

We will need to know:

* The details of the tenants next of kin (closest relative)
* Your address or the address of the person dealing with the tenants affairs
* The date the keys will be handed in

We will also need a copy of the death certificate

If the tenant was receiving Housing Benefit, it will end on the date when the tenant died but the rent will be due until the end of the notice period. If there is any rent due, we will contact you after the tenancy has ended to request payment from the estate if there is one.

**When you leave**

Your home should be empty, tidy and clean when you leave and your rent should be up to date. We will need to inspect the condition of your property before you move out. We will contact you to agree a date and time.

When you are removing any gas appliances (i.e. gas cooker) you must use a Gas Safe registered engineer to carry out the removal safely and in accordance with the current gas safety regulations. When removing any wired in electrical appliances you must use a qualified electrician.

**Recharges:**

We will need to recharge you if:

* There’s any damage to the property
* There are any items that need to be disposed of including carpets and laminate flooring
* Gardens to be left tidy and all sheds, and ponds to be removed
* There are missing fixtures and fittings
* Any cleaning is needed
* Your keys are not returned
* Any non-authorised repairs are not returned to the original specification of your home.