



# **End of Tenancy Incentive Application Form**

As a tenant of Arhag Housing Association you can now apply for an incentive at the end of your tenancy.

If you think that you meet any or all of the conditions set and wish to claim payment please complete this form and return it to the Arhag office.

Payment will only be made after a checklist form has been completed by your housing officer.

If you have an enquiries regarding the end of tenancy incentive then please contact your housing officer at the Arhag office.

# End of Tenancy Incentive Application Form

**(Please use CAPITAL LETTERS)**

Personal Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

<b>Condition</b>	<b>Payment</b>	<b>Tick Relevant boxes (✓)</b>
Providing four weeks notice in writing	N/A	
Leaving the property in a clean, well decorated and well maintained condition	£25	
Removing all possessions and rubbish	£25	
Allowing access for inspections/asbestos and energy surveys, before you end the tenancy and hand the keys back.	£25	
Providing access for prospective tenants to view the property before the tenancy ends	£25	
Returning all keys by the due date (including gas and electricity meter keys)	£25	
Not leaving debts on gas and electricity meters	£25	
You return an incentive scheme form to Arhag housing	N/A	

**Tenants Signature:**

Date:

**HO Signature:**

Date:

**HOM Signature**

Date:

**HOH Signature**

Date:

For Office use: Account Number

Balance in account:

Date: