

Arhag Ending Your Tenancy Leaflet

Ending your tenancy

Your tenancy does not end automatically when you move out of your property. Your tenancy is a legal agreement and can only be ended by you giving us proper notice or by a court order.

You must give us at least 28 days' notice of when you intend to move out. If you do not give us this 28 days' notice you will still be responsible for the rent even after you leave until this period had expired.

How do I end my tenancy?

You should give us at least 28 days (4 weeks) written notice that you want to end your tenancy. This notice needs to end on a Monday.

You need to complete a Termination Notice form including your new address. The form must be signed by each person who signed the original tenancy agreement unless one of them has previously left the household.

All members of your household, including any lodgers or sub-tenants must move out with you. You will be liable for any rent and arrears due until vacant possession is obtained. If you leave anyone in the property we will evict them.

You must remove all your belongings and leave the home clean. We will charge you for the cost of work if we have to put things right.

What happens once I have told you in writing?

Once we have received your notice we will arrange for your housing officer to visit you. They will inspect your property, noting any repairs that may be needed and to tell you what you need to do before you leave.

If you move out before the end of the notice period you will still be charged for the full rent up to the date your tenancy ends. If you receive Housing Benefit, payments will stop when you leave and you will be personally liable for any further payments owed to us.

What if I have made improvements/changes to the property?

You must ensure that any damaged or missing fixtures and fittings are replaced and that the property is reasonably decorated before you leave. If you have carried out any alterations without Arhag's permission we may charge you for putting it back to its original condition or for repairing any damage you have caused.

What should I do if I owe rent?

You must discuss the situation straight away with your housing officer. You will be asked to clear any outstanding rent owed before you move. If this is not possible we must make an arrangement for you to continue paying the debt even after you have moved.

If you do not clear the debt or make an arrangement Arhag will continue to take action to claim back monies owed. This may include legal action through the courts which if successful can affect your credit rating and in turn your future ability to take out a loan or a hire purchase agreement.

When should I hand in my keys?

You must return all your keys to Arhag Housing Association, unit B, Ground Floor Mary Brancker House, 54 – 74 Holmes Road, London NW5 3AQ no later than midday on the Monday after the last day of your tenancy. If you don't return your keys in time, we will charge you an additional weeks rent and the cost of changing the locks.

What happens if I leave without giving notice?

We will consider the property as being abandoned and we will take legal steps to repossess it. Until we are granted possession by the court you will still be responsible for rent and any other charges.

Joint tenants

If you are a joint tenant and one of you terminates the tenancy the whole tenancy comes to an end. We do not legally have to allow the other tenant to stay in the home but Arhag will make a decision based on the individual's circumstances.

Bereaved relatives of tenants

If you are a next of kin or executor of a tenant who has passed away you should contact the Arhag office for guidance on ending the tenancy.

Can someone else hand my keys in for me?

If it is not possible to hand in the keys yourself you can ask someone else to do it for you. You must provide them with a signed letter informing us that they are your representative and have permission to hand in your keys.

You must provide them with a signed letter informing us that they are your representative and have permission to hand in your keys. You must also have completed a 'Termination Notice Form.'

End of tenancy checklist

- That you have completed a Termination Notice Form including your new address.
- Remove ALL your belongings from your home including the loft, garden, garage and sheds. We will charge you to dispose of any goods you leave behind.
- Leave the property clean and tidy – remember someone else will be moving in soon after you leave.
- Tell us which companies supply the gas and electricity to your property
- That you have informed the utility companies and made final meter readings to check your final bills.
- If you have a key for electricity or a card for the gas please hand them into the local office when you hand in the keys.
- Tell other companies such as the TV licensing authority, telephone or cable operator and your bank that you are moving.
- That you have re-directed your mail.
- That you have informed housing benefits and the benefit agency of your new address.