

Information on Ending a Tenancy

You need to be sure you wish to end your tenancy. Once you have given your notice we may not accept if you chose to withdraw it. If you do not have somewhere else to go you could be found intentionally homeless which will be considered if you apply to Roddons Housing Association or another Local Authority.

In cases of joint tenancies if one tenant gives notice the whole tenancy ends and the remaining joint tenant has no right to occupy the property.

Before Your Tenancy Ends

Notice Period

Four weeks notice must be given which will start from the Monday following that date you first contacted us.

If you call into a *Fenland @ Your service shop* or Roddons Reception, you will be requested to complete a Tenancy Termination Form while you are there.

Your notice will only be accepted once we receive a signed and completed Termination Form. If we do not receive your completed Termination Form within 10 days of your original notice we may extend the date the tenancy ends.

Once We Have Received Your Completed Termination Form

In all circumstances we will write to you within five working days confirming the date of termination and give an estimate of any rent due to the date of termination.

It is important that you don't assume your notice has been accepted, and if you do not receive a letter please contact us as a matter of urgency.

Pre Termination Inspection

During the Notice Period a pre-termination inspection will be carried out. This is an important stage of the termination process as we check the condition of the property and gardens so we can advise you of any action that you need to take before the end of the Tenancy. You may also be contacted by *Interserve* to complete an Asbestos survey during the termination period.

Following the Pre Termination Inspection

We will write to you giving details of appointments for repairs that are the responsibility of Roddons. The inspector will advise you of repairs that are **your** responsibility at the pre termination inspection. If Roddons have to do this work after you leave you will be sent a bill for the cost of doing the work. You will also be charged if Roddons has to dispose of any items that you left in the property.

Returning your Keys

The keys **MUST** be returned to your local *Fenland @ your service shop* or Roddons Reception by 12 noon on or before the Monday the tenancy ends.

If they are returned after 12 noon the tenancy will end at 12 noon on the following Monday.

You will be liable to pay an extra weeks rent.

Keys can be returned sooner but the agreed Notice Period will still remain.

If you are leaving the property before the termination date it is your responsibility to inform Roddons so that we can ensure the gas and electric supplies are made safe.

Once Your Tenancy Has Ended

Closure of Rent Account

Once we have received your keys and your Notice Period has ended we will end your Tenancy and close your rent account.

We will write to you within five working days of the account closing to let you know the current balance of the account. Please note that if Housing Benefit is being paid at the time of termination an adjustment may be needed, this can take a few weeks.

Please note you may not be considered for housing by Roddons Housing Association at any time in the future if you leave your property in poor condition and/or you owe Roddons Housing Association money.

Direct Debit

If you pay by Direct Debit it is your responsibility to cancel your Direct Debit after your tenancy ends.

Former Tenant Arrears

Who is Liable for Former Tenant Arrears?

In most cases including where the Tenant has gone into Residential Care, the Tenant is liable to pay any outstanding rent, including rent for the Notice Period. The Tenancy should not be terminated until the stay in Residential Care is confirmed as permanent. Housing Benefit usually ends when the stay in Residential Care is confirmed as permanent.

Where the Tenant has died, the estate of the deceased is liable for any outstanding rent arrears. All correspondence will be sent to the person who terminates the tenancy. This should be passed on to the executor of the deceased's estate if this is not the person who terminated the tenancy. Housing Benefit ends immediately when a Tenant dies, so full rent is payable from the Monday following date of death.

If there is no money in the estate to pay the debt, the executor should contact Roddons Housing Association's Rent Accounting Officer. In these circumstances the debt will normally be written off. You do not need to contact the Rent Accounting Officer until you receive the letter confirming the balance of the rent account on termination.

Please be aware that we will advertise your property before the tenancy termination date.

Important Points to remember

- **Four weeks notice must be given which will start from the earliest Monday.**
- **You must return this form within 10 days of notifying us you wish to terminate.**
- **Keys must be returned by 12 noon on the Monday the tenancy ends.**
- **Housing Benefit is not usually paid to the termination date if you move out before.**

Fenland @ your service



Roddons Housing Association

Notice To Terminate A Tenancy



PLEASE READ THE ATTACHED NOTES CAREFULLY BEFORE YOU FILL IN THIS FORM

| | | | |
|--|----------|------------|--|
| Name of Tenant(s): | | | |
| Address of Property: | | | |
| | | Post Code: | |
| Forwarding address/address for correspondence/Next of Kin details (please delete as necessary) | Contact: | | |
| | | | |
| | | Post Code: | |
| Contact Numbers: | | | |

WHO SUPPLIES THE FOLLOWING TO YOUR HOME?

| GAS | | ELECTRICITY | |
|-----|----------------------------|-------------|--|
| | Prepayment Meter Yes/No | | Prepayment Meter Yes/No (If yes state token/key) |

A pre-termination inspection will be carried out please enter below which days of the week you are available for this visit. Please state AM or PM. **An inspection is not required for sheltered housing.**

I/We wish to give **28 days Notice** to terminate the tenancy of the above property.

| | |
|--|---------------|
| The above tenancy will end | Monday |
| Date moving/moved out (if before termination date) | |
| Reason for Termination | |

If you are dealing with the affairs of the tenant following a death; please advise the date of the death

Do you have a Roddons garage? If 'YES' please give details.

I/We understand that I/we must leave the property and gardens in a clean and tidy condition, and that all repairs that are my/our responsibility will be completed before I/we leave. I/We understand that failure to leave the property in a reasonable condition will result in the work being done Roddons Housing Association and charged to me/us.

I/We understand that rent is payable for the duration of the Notice period and that the rent account must be clear by the termination date.

Signed: Dated:

If this termination notice is signed by anyone other than the tenant due to them being incapable of signing proof of Power of Attorney MUST be attached.