



## **Moving and Subletting**

### **ENDING YOUR TENANCY**

#### **Giving Notice**

If you wish to leave your home permanently, you must give Castlehill at least **FOUR WEEKS** notice, in writing. A 'Termination of Tenancy' form should be requested from our office, or, in the case of a tenant in a sheltered housing scheme, from the Scheme Manager. The form should be completed and returned four weeks in advance of the proposed end of tenancy date.

Only in exceptional circumstances, and by special arrangement with a staff member of the Association's Housing Management Section, can the notice period be shortened, e.g. on the death of the tenant.

Once our office receives the form, our Maintenance Section will confirm the arrangement for coming to inspect your home, before you move. At this visit the property condition (and any damage) will be noted. If the property is not brought up to an acceptable standard by the termination date you may be re-charged for the cost of rectifying this, or charged additional rental for the period it takes to carry out the required work yourself.

**The property must be left empty and in a clean condition.** Any unwanted items can be collected by arrangement with the Council's Cleansing Department, currently free of charge in Aberdeen City but with a charge of £18 in Aberdeenshire, or by a local charity, who re-cycle items. If you have your own satellite dish on the property, you must remove this before leaving, unless an arrangement can be made with the incoming tenant.

If you move out without giving written notice the Association would have to proceed with the 'abandonment' action, which is detailed in your tenancy agreement, in order to re-possess the tenancy.

#### **Ending a joint tenancy**

If you wish to terminate your share of a joint tenancy you will need to speak to your Housing Officer. You will need to give the Association and the other joint tenant 4 weeks notice in writing.

## **Rent**

You should ensure that all rent due is paid up to the date on which the tenancy ends. Even if you move out early you still have to pay up to the termination date. If you are in receipt of Housing Benefit you should advise the Council, and DWP, if applicable, of your move and the termination date. The Housing Benefit office may be willing to cover the rent on 2 properties for up to 4 weeks but this must be requested promptly. If Housing Benefit does not pay up to your termination date you will have some rent to pay yourself.

## **Returning Keys**

Keys must be returned promptly to our office by no later than noon following the termination date. **ALL** sets must be returned, and clearly labelled with the address of the property. If some keys are not returned then the Association will have to change the locks on the property and charge the out-going tenant.

Keys for sheltered housing properties should be returned to the Scheme Manager.

## **Other Arrangements**

See Section 6.9 of your Tenancy Agreement

The notice period allows time for the Association to identify a new tenant for the property. The Association will expect you to agree to a new tenant viewing your property before the tenancy ends. This can sometimes benefit the outgoing tenant if arrangement to sell on carpets or even furniture can be made.

## **Remember to advise the following organisations about your move where applicable:-**

- Electricity – Take final readings
- Gas – Take final readings
- Telephone Company – For landline phones
- Council Tax Office
- Post Office – Arrange mail redirection

## **SUBLETTING OR ASSIGNING YOUR TENANCY**

The Association will not unreasonably withhold permission if you want to:-

Take in a lodger

Or – sublet your home, eg – if you work away from home on a temporary basis

Or – assign the tenancy (pass onto someone else)

Or – become a joint tenant with someone else

**But** you must get our written permission first.

For further information - see Section 4 of your Tenancy Agreement or contact your Housing Officer.