

Most Castlehill properties are left in an acceptable condition at the end of the tenancy, however this leaflet gives you more information about how the Association expects your home to be left for the next tenant and when recharges may be made.

In your tenancy agreement it states that tenants are obliged to report any damage to the Association when it occurs so the termination inspection should not reveal anything unexpected.



END OF TENANCY INSPECTION

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When repairs may be charged to tenants

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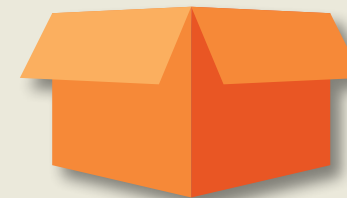
Registered Charity Number: SCO13584



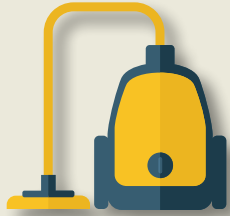
Tenant
approved



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How should your home be left?



With the exception of fair wear and tear, your home should be left in the same condition as it was received and as you would expect to receive it.

In particular:

Clearance: Your home must be entirely cleared. All personal belongings, floor coverings and furniture must be removed. Kitchen cupboards must be cleared of food items and cleaned. Please ensure lofts and out buildings/sheds have also been cleared. Any bulky items must not be left on the street or in the bin area, please contact your local authority for information on bulky item pick up.

General Cleaning: all floors, walls, doors and surfaces must be cleaned to a high standard. Particular attention should be paid to the kitchen and bathroom.

Electrical Items: all electrical items must be disconnected and removed. This includes cookers, microwaves, fridge freezers and washing machines.

Alterations: should you have made any unauthorised alterations, such as putting in non-standard light fittings for example, these will need to be returned to their original state.

Internal Doors: any internal doors will have to be replaced if damaged, any stickers will need to be removed. Any ironmongery will have to be replaced if damaged.

Decoration: should redecoration be required, paint should not overrun onto windows, skirtings, electrical outlets or fittings and should be a neutral colour. If nicotine damage is

present, stain blocking will be required prior to decoration. Any holes in the walls or ceiling must be patched and similarly decorated.

Fixtures and fittings: all non-original fixtures and fittings must be removed and any screw holes made good. For example wall mounted television brackets or shelving.



Kitchen: work tops should be free from excessive damage beyond fair wear and tear. Kitchen units and drawer frontages must be cleaned and in an acceptable condition. Painted tiles will need to be replaced with new tiles or a splashback.

Bathroom/Toilets: taps, the sink, the bath and showers must be in acceptable working order. The bathroom suite must be free from chips or cracks. All surfaces must be cleaned, with particular attention to the toilet. There must be a toilet seat which should be in an acceptable condition.

Gardens: must be emptied of all rubbish and left tidy. The grass must be cut.

This list is not exhaustive.

How do I identify which repairs I may be required to be carried out?

An inspection will be carried out by one of our maintenance officers prior to your termination date. Any repairs or actions which you are required to carry out will be identified then

and you will be informed in writing what will be expected of you to bring the property up to standard before your tenancy ends.

This will be followed up by a second inspection, once you have handed in your keys.

Should the required repairs/actions not have been carried out, or the work has not been done to an acceptable standard, Castlehill will arrange for our contractors to carry out the works and the costs of this will be passed on to you as a recharge. Additionally, should repairs be required which are your responsibility and which the maintenance officer was unable to identify during the initial inspection; these will be recharged in the same manner.

Photographic evidence may be taken of the more substantial repairs to be re-charged.

What happens if I am recharged?



If a recharge is raised you will be contacted in writing by our Income Management Officer. Either full payment or a payment plan can then be arranged to clear the balance of the debt. A variety of payment methods are available.

Please be aware that, in situations where we have been unable to contact you or the debt is ignored, Castlehill reserves the right to rigorously pursue payment through our solicitor and/or a debt collection agency. This could ultimately progress to a court case if invoices continue to be ignored.