

MOVING OUT OF YOUR COUNCIL PROPERTY

If you are planning on moving out of your council home this leaflet sets out what you need to do when ending your tenancy. It also identifies what Croydon Council expects from you and what you can expect from the council.



HOW DO I END MY TENANCY?

Your council tenancy is a legal agreement and, by law, can only be ended by you giving us proper notification to terminate your tenancy or by a court order.

You must give us **at least four weeks' notice** in writing that you are ending your tenancy - in the case of joint tenants, notice from one tenant will bring the tenancy to an end for everyone. The date you say your tenancy ends **must** be on a **Monday** by 12pm (noon).

- If you move out without telling us you will carry on being charged rent until the tenancy is ended.
- Handing in the keys without giving us written notice does not end your tenancy and you will continue to be charged full rent.
- Handing in your keys during the four week notice period will not end your tenancy any earlier and you will be charged rent until the end of the four week notice period.

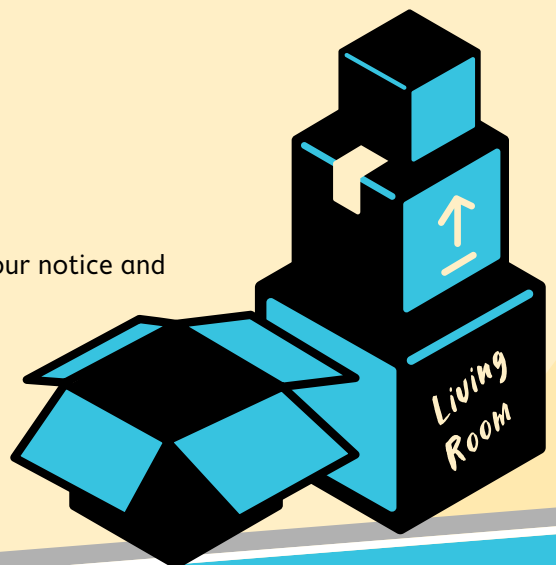
To make this process easier you can complete the notice of termination of tenancy form online www.croydon.gov.uk/tenancytermination

This will enable us to re-let the property as soon as we can to reduce the amount of time it is left empty. It is our priority to re-let our properties as quickly as possible to people on our council housing waiting list.

OUTSTANDING RENT

You are responsible for paying your rent **in full** until the end of your notice and you must pay any outstanding balances that you owe before leaving the property.

During the four week notice period, we will let you know the balance of your rent account and any other rent accounts you have (ie garage, former tenancy debts, etc.).





WHAT HAPPENS ONCE I HAVE GIVEN NOTICE TO END MY TENANCY?

Your home must be left clean and clear of all belongings as laid out in the conditions of tenancy (www.croydon.gov.uk/tenancyconditions) and, if you do not do this, you will be charged for the removal of any items left in the property (including the balcony, garden, drive, garage, loft and sheds) and for cleaning the property if it is left in a poor condition.

Our inspector will arrange to visit you before the end of your tenancy to carry out a check of the property. This visit will help us to agree with you any repairs that are your responsibility, and allow us to notify our contractors of any repair work that is required at the property before it is re-let.

If any repairs that are your responsibility are not done by the time that you move out, you will be charged the cost of the council carrying out the work.



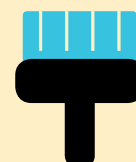
WHAT SHOULD I DO WHEN LEAVING MY PROPERTY?

When you are leaving the property we expect you to:

- Leave the property clean and tidy.
- Remove all your belongings - appliances, clothing, personal possessions, furniture and flooring, including carpets, and any rubbish from inside and outside the property.

The council can collect large unwanted bulky items collected from your home for as little as £10 for up to seven items. You can book and pay for your collection online www.croydon.gov.uk/myaccount. You can also recycle bulky waste, white goods, paint, green waste, small electricals and many other items at one of the council's household reuse and recycling centres. To find the centres nearest to you visit www.croydon.gov.uk/recycling

- Replace all fittings removed or altered without the permission of the council. This includes repairing any damage that has happened while you have been living at the property.
- Leave the property secure, with all the windows and doors shut.
- Turn off all services at the mains before you leave. For safety reasons you should arrange for a qualified electrician or Gas Safe registered engineer to disconnect the cooker (depending on the type you may have) before you remove it.
- Return all keys to the council **by 12pm (noon) on the Monday** when your tenancy ends. If they are returned after this you will continue to be charged the weekly rent until they are received. You will be given a receipt for the keys. If the keys are not returned you will be charged for the cost of changing the locks.



If you have any questions about ending your council tenancy or what you need to do before you move out please call 020 8726 6100 and ask to speak to your tenancy officer.