

Ending your Tenancy





Ending your Tenancy

Eventually you may want or need another home. This booklet explains what you need to do if you decide to end your tenancy. However, before you consider ending your tenancy, please speak to a member of staff at your local housing office, where you can discuss your reasons for leaving your home.

If you are considering ending your tenancy because your home is no longer suitable, please tell us because we may be able to find you another home with Erimus Housing which will meet your current needs.



How much notice do I have to give?

You must provide four weeks written notification of your wish to end your tenancy. This does not apply if we have offered you a transfer or if you are undertaking a mutual exchange.

There may be certain exceptional circumstances where Erimus Housing will waive all or part of the four week notice period, for example, when there has been a death (a copy of the death certificate and an address for the next of kin of the deceased will be required). You should contact your local housing office as soon as possible to discuss the arrangements.

What happens next?

When we receive a termination form, a representative of Erimus Housing will visit you to carry out an inspection of your property. This is normally done within two working days of us receiving the notice. We need to carry out an inspection to ensure the property has been maintained to an acceptable standard and, if necessary, to identify any rechargeable repairs (i.e. problems which are not due to fair wear and tear). The representative will contact you to arrange a convenient date and time for the inspection to be carried out.

We may ask you to allow access for prospective tenants to view the property while you are still in it. The representative will accompany any prospective tenants during the viewing. This is to enable us to relet the property as quickly as possible.

Rehousing issues

If you are not transferring to another Erimus Housing tenancy and subsequently apply to us for rehousing, you may be:

1. Classed as having made yourself intentionally homeless, in which case you may not have an obligation to rehouse you if you submit a homeless application.
2. Classed as having deliberately worsened your own circumstances. In this case your membership on the Homechoice lettings scheme may be suspended for a 12-month period.

Rent arrears

When you end your tenancy, it is your responsibility to ensure that all outstanding rent arrears owed have been paid in full.

If you wish to make an agreement to repay the outstanding money, please contact the former tenants' arrears department on 01642 773646.

If we do not receive payments or reach a mutual agreement, Erimus Housing will pursue the debt via the County Court. This will result in a County Court Judgement being registered against you and will affect your personal credit rating.

Erimus Housing may refuse rehousing in the future if your account has not been paid up to date.

Notice of termination of tenancy

Name _____

Address _____

Telephone _____

Garage address _____

I am/ We are giving notice today _____ (date) to terminate my/our tenancy of the above property.

I understand that four weeks notice must be given (except in certain circumstances), therefore my tenancy will end on Monday _____ (date)

I/We understand that by terminating my/our tenancy, any live Right to Buy/Acquire application will be cancelled.

I will hand my keys to _____ housing office on
_____ (date)

I agree to hand my keys in by 12 noon on the Monday that my tenancy ends, otherwise an additional week's rent will be added.

My new address will be: _____

Tenant(s) signature(s) 1 _____ 2 _____

Print name(s) 1 _____ 2 _____

Reasons for terminating your tenancy: Please tick appropriate box

- 0206 Abandoned tenancy
- 0305 Deceased
- 0408 Moving to private rented accommodation
- 0508 To become an owner occupier
- 0708 Moving through HOMES UK
- 0902 N&H - internal transfer
- 0903 N&H - tenant moved to other LA
- 0904 N&H - tenant moved to other HA
- 0908 N&H - moved to private accommodation
- 1108 Moved into hospital
- 1208 Prison
- 1703 Returned to family - other LA
- 1704 Returned to family - other HA
- 1708 Returned to family - other accommodation
- 2103 Moved out of area - other LA
- 2104 Moved out of area - other HA
- 2108 Moved out of area - other accommodation
- 2503 Can't afford rent - other LA
- 2504 Can't afford rent - other HA
- 2508 Can't afford rent - other accommodation
- 2608 Gone into home
- 2908 Did not move in

- 3004 Moved to another HA
- 3507 Eviction - rent arrears
- 3607 Eviction - nuisance
- 3703 Moved in with partner - LA
- 3704 Moved in with partner - HA
- 3708 Moved in with partner - other
- G001 Garage - no longer required
- G002 Garage - abandoned
- G003 Garage - rent arrears
- G004 Garage - option appraisal
- T0102 Require larger property - internal transfer
- T0202 Require smaller property - internal transfer
- T0302 Dislike location - internal transfer
- T0402 Neighbour dispute - internal transfer
- T0502 Neighbourhood harassment - internal transfer
- T0602 Need adapted property - internal transfer
- T0702 Leave adapted property - internal transfer
- T0802 For family support - internal transfer
- T0902 Decant - internal transfer
- T1002 Medical needs - internal transfer
- T1102 For similar property - internal transfer
- T1202 Emergency - internal transfer
- T1302 Homeless priority - internal transfer

What must I do before I leave?

- Rent must be paid up to date.
- Ensure there are two sets of front and back door keys.
- Remove all personal effects, furniture, carpets and household rubbish from the inside and outside of the house. Any outbuildings must also be cleared. There may be a charge to clear the property if any of the above items are left. If you think any furniture is reusable, please contact Furniture Settlement on 01642 463862 as arrangements can be made to collect it from you.
- The property should be left clean and fit for someone to move into.
- Gas and electricity companies should be contacted with a final meter reading and we must be told the name of the supplier(s).
- If you receive housing benefit or council tax benefit, contact the benefit office for further advice and assistance.

Before leaving the property, ensure it is secure (i.e. windows and doors are locked), as break-ins can still be the tenant's responsibility.

In the event of any missing items or breakages, you will be recharged for them, together with any repairs not due to fair wear and tear and/or unauthorised alterations.

I/We hereby declare I/we have read and understood the terms and conditions of ending my/our tenancy and all information I/we have given is true and accurate:

Tenant(s) signature(s) 1 _____ 2 _____

Print name(s) 1 _____ 2 _____

Date _____



If you are **not** the tenant, please provide your details below and state why you are giving notice of termination and/or handing keys in on behalf of the tenant.

Name _____

Address _____

Telephone _____

Gas supplier _____

Electricity supplier _____

Reason why tenant has not given notice to terminate

Signature _____

Erimus Housing offices

Area 1

7-9 Eastbourne Road

Linthorpe

Middlesbrough

Tel: 01642 818306

Area 2

15 Shelton Court

Thorntree

Middlesbrough

Tel: 01642 224321

Area 3

Crossfell Road

Berwick Hills

Middlesbrough

Tel: 01642 241601

Area 4

21 The Viewley Centre

Hemlington







Middlesbrough

Tel: 01642 591834





Colour coded information leaflets are available for the following services:

	CUSTOMER SERVICE
	HOUSING MANAGEMENT
	SUPPORT SERVICES
	REGENERATION
	MANAGING YOUR MONEY
	REPAIRS AND MAINTENANCE

We will make this information available in other languages, braille, large print or other formats on request.

Arabic

سوف نحاول توفير هذه المعلومات بلغات أخرى أو بلغة بريل أو بخط كبير أو بصيغ أخرى بناءً على طلبك.

Chinese

我们将会尽力以多种形式提供本信内容，包括其他语言、盲文、大字体或所需的其他格式。

Hindi

निवेदन आने पर हम यह जानकारी अन्य भाषाओं, ब्रेल, बड़े अक्षरों तथा अन्य रूपों में भी उपलब्ध करवाने की कोशिश करेंगे।

Punjabi

ਬੇਨਤੀ ਆਉਣ ਤੇ ਅਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਦੂਜੀਆਂ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ, ਵੱਡੇ ਅੱਖਰਾਂ ਅਤੇ ਹੋਰ ਦੂਜੇ ਰੂਪਾਂ ਵਿਚ ਵੀ ਭਿਜਵਾਉਣ ਦੀ ਕੋਸ਼ਿਸ਼ ਕਰਾਂਗੇ।

Urdu

درخواست کرنے پر ہم اس معلومات کو دیگر زبانوں، بریل، بڑے حروف میں یا دیگر شکلوں میں دستیاب کرنے کی کوشش کریں گے۔



Erimus Housing Ltd, 4th Floor, Centre North East, 73-75 Albert Road, Middlesbrough TS1 2RU.

Tel: 01642 773600 Fax: 01642 773611

Email: info@erimushousing.co.uk Web: www.erimushousing.co.uk



business for neighbourhoods

