



Supporting BME Communities and Multi-Cultural Neighbourhoods

Ending Your Tenancy



What you need to tell us if you decide to move out

Ending your tenancy

Moving home is a stressful time; thinking about packing up your things, taking final meter readings and arranging removal services. There are a few things we expect you to tell us before leaving one of our homes.

Notice period

You'll need to tell us in writing, at least 4 weeks before you want to leave your home. The 4 week period **must** end at midnight on a Sunday, and you have to hand in your keys at the Unity office before 10:30am on the Monday after.



Home condition

Once your tenancy ends you must leave your home:

- Empty
- Secure
- Tidy
- With fixtures and fittings (i.e. kitchen cupboards, etc) in a good condition

It's important to leave the property tidy, if you leave anything inside (belongings or rubbish) we will get rid of it but **you will be charged** for the cleanup service. When you leave your home, you **must ensure the property is empty**.

Damage

When you leave your home, you will be charged for any repair work or replacements if:

- There is any damage to the fixtures and fittings
- There is any damage to the structure of the property caused by negligence
- You take anything with you

'You break it, you pay for it!'

Inspecting your home

You must allow us to inspect your home before you leave, this might include us showing potential new tenants around your home.

Paying rent or money you owe

You must make sure you pay all the remaining rent and any other money (i.e. court costs or repair charges) you owe Unity when you are leaving your home. If you can't afford to, then speak to us, we'll sort out a payment arrangement so you can clear your balance.

If you don't try to pay your debts we may take legal action against you - this could affect your applications for rehousing in the future and credit rating.

Your new address

You must tell us, in writing, what your new address will be before you leave your home.

Ending a tenancy for the deceased

If you are a relative or next of kin/trustee for a deceased Unity tenant, it's important you contact our office as soon as possible so we can discuss ending the tenancy. To end the tenancy we'll need to see the original death certificate. It's important to make arrangements quickly because:

- Housing benefit will stop at the date of death (if the deceased was in receipt of housing benefit)
- While you have the keys to the property rent will still be charged to you (next of kin/trustee)

Succession

A succession to a tenancy means the transfer of a tenancy to a spouse or family member when a tenant dies. In most cases you will be able to succeed if:

- you are the spouse, registered civil partner or somebody living with the tenant as their partner, and
- the property is your only or main home and
- there has been no previous succession (a tenancy can only be succeeded to once).

Unity will consider whether to grant the right to succession to a member of the tenant's family or partner who:

- has lived in the home for at least 12 months prior to tenant's death
- has been looking after the tenant (including non-related carers)
- has accepted responsibility for the tenant's dependants
- would be made homeless if asked to leave the property

If you want to apply to succeed a Unity tenancy, please call our offices on **0113 200 7700** and arrange to see one of our housing team .

Things to do when leaving your home

In the weeks before you move out:

- Make sure the property is clean
- Remove all rubbish and personal possessions from the property including sheds/garages and lofts.
- Organise collection and disposal of large unwanted items by Leeds City Council
- Pay any rent that is owed
- Contact Post Office to have your mail redirected to your new address (there is a charge for this service)

Problems understanding?

If you need any of our information translating or if you need an interpreter, please contact us. We can also provide this information in large print or on CD if you need us to.



The week before you move:

- Store important documents like driver's license, passport, etc in a safe place
- Contact the utility (gas & electric) companies and tell them you are moving.
- Double check that your rent account is clear; call **0113 200 7700**

On the day you move out:

- Do one final clean up and check the property is in a good condition, with all rubbish and unwanted items removed
- Read all the meters and phone the utility companies to tell them the final readings
- Return your keys to Unity's office by 10:30am the Monday following your tenancy end date

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