

Moving Out or Ending a Tenancy

To end your tenancy you must give a minimum of 4 weeks notice in writing ending on a Sunday. This must be signed on a 'Notice to Quit' form, which can be obtained from your Housing Office, Hub or by telephoning Housing Enquiries.

Rent is due on the property for the 4 weeks notice period, even if you decide to move out before the expiry date. If you receive housing benefit, this will only be paid whilst you are occupying the property. Any monies outstanding when you leave will be recovered by the Council. It is a requirement of your tenancy that you allow a representative from the Council to inspect your home and prospective tenants to view your property during the 4 week notice period.

You must give the Council vacant possession when you leave and there must be no-one living in the property. You must ensure that your home is left in a clean and tidy condition and all your possessions and any rubbish is removed, including anything in the attic space, garden, external area, sheds or garages. If you leave the property in an unclean condition or leave behind possessions or rubbish, you may have to pay for work to clean and clear the property. You may also be liable for costs if you have

caused any damage to the property, there are any missing fixtures or the locks have to be changed because you have not handed in all the keys.

You are responsible for all the bills and providing a forwarding address, therefore you must:

- contact your supplier for gas and/or electricity and inform them of your final meter reading so they can provide you with your final bills
- contact Welsh Water and they will send you your final bill (if you have a meter provide them with a reading)
- contact your telephone and internet provider
- contact the Royal Mail to redirect your mail

You must ensure the security of the property before you hand in the keys, therefore please ensure that all doors and windows are locked. If you remove any privately owned gas / electrical appliances they must be disconnected by a qualified engineer in accordance with Health & Safety regulations, all pipes and fittings must be sealed and the supply switched off at the mains. The connections for the washing machine must be left in working order.

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Yn Falch o Gyflawni



Please put a label showing the address on your keys (ensure that you hand in all door entry fobs, shed keys, window keys and garage keys where applicable) including keys that friends or relatives may have and hand in **before 12 noon on the Monday following the end of your tenancy**. If you do not hand in the keys you will be liable for a further charge for the use of the property, equivalent to the amount of weekly rent loss incurred; however there will be no renewal of the tenancy or a fresh tenancy implied by this charge.

If you have carried out any improvements to your home such as putting in a new kitchen or central heating, these count as permanent fixtures and must be left behind when you leave.

Minor improvements that can easily be removed, (such as your own curtain tracks) can be taken with you. Please make sure that you repair any damage made when removing such items e.g. fill in any holes and re-touch paintwork.

If a Council tenant dies, please get in touch. We will be notified if you have completed the Tell Us Once form at any office. If you are the next of kin, you will be responsible for removal of belongings from the property. The rent will continue to be due until the keys have been handed in to an office.

