



A Guide to Giving Up Your Tenancy

June 2019

What happens if I want to give up my tenancy?

If you want to give up your tenancy you, along with any joint tenant, must give us at least 28 days' notice in writing. If you have a partner or spouse living with you in the house, we also need their agreement to ending the tenancy.

You will be asked to sign a Termination of Tenancy form – we accept a signed letter and do not always need this form to be signed to action the pending end. We will let you know the date your tenancy will end and how much rent you will have to pay up to that date. The end date of the tenancy will be 28 days from the date notice is given.

We will arrange a time with you to carry out an end of tenancy inspection of your house before you leave and we will inspect your house again after you leave.

Why do you need notice?

We ask you to give at least 28 days' notice so that we can arrange to close your rent account and so that we can begin the process of allocating your house to someone else.

What happens if I just leave my tenancy without telling you?

If you leave your tenancy and don't tell us we would serve an abandonment notice at your home and ask you to contact us. If you do not contact us we will repossess your home and you will be liable for any rent owed. We will also charge you for any costs involved in clearing the house and storing any items. We will only store items for a limited period of time, and only if their monetary value is greater than the cost of storage plus any arrears you may owe us.

Why do you carry out an end of tenancy inspection?

We carry out an inspection so that we can make sure there is no damage to your house, and so that we can order any repairs that are needed to allow a new tenant to move in.

Will I have to pay for any repairs to damage?

We will only ask you to pay for any repairs if the house and / or fixtures and fittings have been damaged through misuse or neglect by you or anyone living with you or visiting your home.

What happens if I have rent arrears?

If you have rent arrears your Housing Officer will discuss this with you and help you to arrange to pay any money you owe us.

How do I get unwanted items cleared from my house?

If you do not want to take all of your furniture with you, you must arrange to have it removed from the house before you leave. West Dunbartonshire Council will remove larger items of furniture if you give them at least 10 days' notice. There is a small charge for this service, and you can find out more by calling their Contact Centre on **01389 737000, Monday - Thursday 9am- 4.30pm & Friday 9am- 3.30pm.**

Things to do before you leave

- Leave the house in a clean and tidy condition;
- Remove all your belongings;
- Make sure any lodgers or sub-tenants leave with you;
- Allow us access to your house before you move out, at reasonable times, to show new tenants round;
- Remove any fixtures and fittings you have installed without our written permission and put right any damage caused.
- Check with us to make sure that you have paid all payments due to us;
- Leave the house in good decorative order;
- Do the repairs you are obliged to do;
- Redirect your mail to your new address;
- Give us a forwarding address unless there is good reason for not doing so.

On the day you leave make sure you

- Hand in your keys
- Close windows
- Read your gas and electricity meters
- Remove any refuse out to the bins for collection
- Leave your doors securely locked

How do I get further information?

If you need further information please contact us at our offices at Beardmore House, 631 Dumbarton Road, Dalmuir, G81 4EU, or call or email us on 0141 952 2447 admin@dpha.org.uk