



[www.enehl.org.uk](http://www.enehl.org.uk)

A company with a passion for communities

# Ending your tenancy



Here to help... 0800 915 1600

## Other

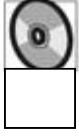
If you would like this document in another format or language, please tick as required and return to East North East Homes Leeds, FREEPOST RRJX-YR7K-TACE, Leeds, LS7 3YY.

Your name:

Your address:

Telephone

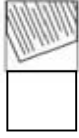
## Formats



CD



Large print



Braille



Text only



أريد الحصول على هذا المستند باللغة العربية

ARABIC

این مطالب را به فارسی می خواهم

FARSI

نەم بابەتەنەم بە کوردی دەوێت

KURDISH

Chciałbym uzyskać niniejszy dokument w polskojęzycznej wersji

POLISH

ከዚ ሰነድ ለ ብቁንቁ ትግርኛ አይደለም

TIGRINYA

مجھے یہ دستاویز اردو میں چاہئے

URDU

Another language (write in the box)

For more information call us on 0800 915 1600.

# Contents

Giving notice	4
Court orders	4
Retuning keys	6
Alterations you have done	6
Your repairs	6
Meter readings	6
Council tax	7
Paying your rent	7
Emptying your home	7
Post and phone	8
So you're ready to move	9
Advice for relatives	11

# How tenancies can end

**This leaflet tells you about ending your tenancy. It covers:**

- ◆ How you can end the tenancy
- ◆ Returning your keys
- ◆ Alterations you've done
- ◆ Your repairs
- ◆ Meter readings
- ◆ Water supplies
- ◆ Council Tax
- ◆ Paying your rent
- ◆ Post and telephone
- ◆ Advice for relatives and next of kin

## **Giving notice**

You must give us (East North East Homes Leeds) at least 4 weeks written notice that you're going to end your tenancy and leave your home. Your notice should end on a Monday.

Your tenancy won't end until your local Housing Office has accepted the keys to your home.

We have a special form to fill in to end your tenancy. Please ask your Neighbourhood Housing Office for a Tenancy Termination Form. We'll ask if you will allow us into your home to do any minor repairs before your tenancy ends.

## **Court order on divorce or separation**

If there's a court hearing due to a domestic dispute or marriage breakdown, the court can order the tenancy to be transferred to either party.

## **If we get a court order for possession**

We can take you to Court to end your tenancy if you break the terms of your tenancy agreement.

### **This includes:**

- ◆ Not paying your rent
- ◆ Causing nuisance or annoyance
- ◆ Causing deliberate damage
- ◆ Getting the tenancy by false or reckless statements
- ◆ Exchange properties with other tenants without permission
- ◆ Staying in a tied tenancy (where your tenancy goes with your job) after your employment ends
- ◆ Refusing to leave property we have let to you while we repaired or improved your original home

If the court is satisfied that other suitable alternative housing will be available, we can take possession for any of these reasons ('grounds'):

- Overcrowding
- We want to repair, improve or demolish the property and can't do so while you're living in it.
- If the court is satisfied that other suitable alternative housing will be available it can also give us possession where:
- The property was designed or extensively altered for a disabled person, there's no longer a disabled person living there and we need it for a disabled person.
- The dwelling is one of a group where we provide special services to tenants, there's no longer anyone living there in need of that special service and we need the property for such a person.

## **Returning your keys**

You must return all keys including security lock keys, outhouse and meter box keys to your local Housing office no later than noon on the Monday your tenancy ends. If you don't, we'll charge you rent until the following Monday.

You may make alterations to your home, but before you do, you must get the Tenancy Managers permission. You must leave these fittings or alterations in place when you leave or, if you want to remove them, you should put things back as they were (reinstate them) before you made the changes.

## **Alterations you have done**

If you're unsure about any alteration or reinstatement ask your local Housing Office to inspect and advise you.

If any improvements or fittings are not in good working order when you leave, or if you fail to reinstate the original items, we'll charge you for repairs or replacement.

## **Your repairs**

You must make good any breakages or repairs that are your responsibility. If you don't, we'll do the work and charge you for it.

## **Meter readings**

Before handing in your keys, please arrange for your electricity and gas suppliers to read your meters. You must tell us who your gas and electricity suppliers are.

## **Water supplies**

On the day you move, please make sure the water is turned off at the stop tap.

## **Council tax**

Please tell the Council Tax Office your moving date and your new address.

## **Paying your rent**

Your rent account must be clear when your tenancy ends. This usually means paying your rent up to the Monday your tenancy ends.

Please ask your local Housing Office if you're not sure what to pay.

## **Emptying your home**

Before returning the keys make sure you:

- ◆ Remove all furniture, carpets & belongings
- ◆ Empty all cupboards, shed etc
- ◆ Don't leave any rubbish or unwanted items in your home or garden

Leeds City Council's Environmental Department offers a free collection service for bulky items and bags of rubbish. Please see our Let's Talk Rubbish leaflet or ask your local Housing Office.

Moortown Furniture Store or St Jude's Furniture Store may be able to use your unwanted furniture.

St Jude's Furniture Store	245 0800
Moortown Furniture Store	243 5455

If you leave rubbish behind when you move we'll have to charge you for taking them away.

## Post and phone

The Post Office can arrange to redirect your mail to your new address. They charge for this service.

If you have a phone, tell your supplier you're moving.

First, you'll need to tell everyone your new address. Fortunately, we've saved you the trouble of remembering everyone.

### **Try this list to get you started:**

- ◆ Bank
- ◆ Building Society
- ◆ Council Tax
- ◆ Credit card companies
- ◆ Dentist
- ◆ Doctor
- ◆ Driver and Vehicle Licensing Agency (DVLA)
- ◆ Electricity supplier
- ◆ Employer
- ◆ Family
- ◆ Friends
- ◆ Gas supplier
- ◆ Hire purchase companies
- ◆ Inland Revenue
- ◆ Insurance companies
- ◆ Magazine subscriptions
- ◆ Mail order companies
- ◆ National Insurance
- ◆ Opticians
- ◆ Phone company

- ◆ Post Office
- ◆ Private Healthcare
- ◆ Rental companies
- ◆ Schools
- ◆ Sports and social clubs
- ◆ Store card companies
- ◆ Motoring organisations
- ◆ Yorkshire Water
- ◆ TV licensing authority
- ◆ Professional organisations (RAC / AA etc.)

## **So you're ready to move**

### **One month before**

- ◆ Agree the moving date with your solicitor and your seller
- ◆ Book time off work

### **Want to use a removal firm? Ask your friends or family to recommend a reputable one.**

- ◆ Plan your travels, especially if you're moving far away
- ◆ If you need to move fragile items, collect materials like boxes, rope and tape
- ◆ Notify your Neighbourhood Housing Office. Don't forget to check how much notice you have to give
- ◆ Call your telephone company and arrange reconnection or installation in your new home
- ◆ Inform the utility suppliers (gas, electric, water) that you're moving
- ◆ Have a clear out - throw away anything you don't need or donate it to charity

## **Two weeks before**

- ◆ Tell your local Housing Office and Leeds City Council your change of address
- ◆ Arrange with the Royal Mail to redirect your post to your new address
- ◆ Pack things you rarely use, including clothing

## **One week before**

- ◆ Finish packing
- ◆ Confirm your move with the utility companies
- ◆ Ensure your removal company has directions to your new address
- ◆ Put any important documents - such as your passport, birth certificate and driving licence - in a safe place
- ◆ Label all your boxes with the room the items are going in

## **The day before**

- ◆ Pack a box of essentials to take with you - this could include a kettle, tea bags, coffee, milk, snacks, toilet paper, torch, spare bulbs, sharp knife, screwdriver.

**So, the big day has arrived and you finally have the keys to your new home! Here's a list of things to do. But, remember, first things first. Celebrate a job well done!**

- ◆ Check the utility companies have switched on your electricity, gas and phone. If not, get in touch with them.
- ◆ Start cleaning and make the beds
- ◆ Make sure you have a TV licence

- ◆ Start unpacking and make your new home yours!

## **Advice for relatives and next of kin**

If you're sorting out a relative or friends tenancy because they have died, please tell their local Housing Office straight away. Tenancies can only end on a Monday. If you hand in the keys before noon on a Monday, the tenancy ends straight away. If you hand them in later, the tenancy ends on the following Monday.

## **Keys**

It helps us to know how long you think you'll need the keys.

## **Rent**

We have to charge rent until the keys are handed in and will ask you who'll be responsible for paying it until then.



## ENDING YOUR TENANCY

Produced by Communications and Information team  
March 2007  
Updated August 2009

