

Matching the right person to the right home

MOVING OUT



Our moving out standards

Please leave your home ready
for the next resident

SAYING GOODBYE

If you want to end your tenancy, you must give us 4 clear weeks' notice, in writing.

The 4 weeks' notice will start from the Monday after we receive your notice.

You can give your notice by:

- Writing to your Neighbourhood Management Officer
- Sending an email to housing.management@stroud.gov.uk
- Completing our online termination of tenancy form

Your notice must be signed by you, or if you are a joint tenant, at least one (but preferably both) of you.

Even if only one joint tenant signs the form, this will still end the tenancy for both joint tenants.

On the day your tenancy ends, you must return all the keys to us at Ebley Mill, Stroud, by noon at the latest. If you do not return the keys on time, we will charge you an extra week's rent for each week or part week, until they are returned. Please make sure that you obtain a receipt for the returned keys.

Please do not send any keys to us through the post.

A pre-termination inspection will take place before the end of your notice period. This inspection will be arranged by your Neighbourhood Management Officer. We will tell you about any work that you need to do before you leave. If this work is not carried out, we will do the work and recharge you our costs.

Remember, you will need to have paid any rent arrears or other debt you may owe us before you leave your property.



MOVING OUT: CLEAR AND CLEAN

We expect the property to be left empty and **clear** of your belongings. We also expect it to be left in a good, **clean** and tidy condition so that we can quickly make the property ready for someone else who is in need of a home to move into. Make sure that gas and electricity meters have been read and supplies have been turned off. Please also make sure that the property is left secure.

CLEAR

Have a good clear-up:

- Remove all personal belongings and rubbish from your property (including floor coverings). In particular, remember to check your loft space, shed and garden.
- Any rubbish or unwanted items can be:
 - taken to a local recycling centre
 - donated to a local organisation or charity shop
 - collected by Stroud District Council (three bulky items for a fixed price)

Anything left in the property may result in you being recharged for its removal.

CLEAN

Have a good clean-up:

- Wipe down cupboards and drawers, inside & out
- Clean the bath, shower, toilet and sink
- Clean kitchen units and surfaces
- Wipe all paintwork, doors and frames, windows and frames, and skirting boards
- Sweep and mop floors
- Leave the garden well maintained and tidy, with any trees or hedges pruned and grass cut

REDIRECT YOUR SERVICES

- Electricity provider
- Gas provider
- Water provider
- Royal Mail for post redirection
- Telephone landline
- Banks
- Building Society
- Credit Card
- Council tax through Stroud District Council
- Housing Benefits
- Department of Work and Pensions
- Electoral roll through Stroud District Council
- DVLA
- Your employer
- GP and health services
- Dentist
- Optician
- Schools
- Contents insurer
- Car insurer (if applicable)
- Life insurer (if applicable)
- TV Licence (if applicable)
- Mobile phone provider (if applicable)
- Broadband provider (if applicable)
- Subscription providers (if applicable)
- High street store or supermarket loyalty cards
- Any other agency you are involved with

FAILURE TO COMPLY

Failure to comply with this standard may result in you being recharged for any associated repairs. It could also prevent you from transferring to an alternative Stroud District Council property, or may affect any future references when applying to other landlords.