



MOVING OUT OF YOUR HOME

If you decide to end your tenancy with us, there are some things you need to consider or remember to do.

Make sure that your rent is up to date We will charge the weekly rent until the end of the tenancy. If you do not return all your keys by the end of the tenancy, we will keep charging the weekly rent. You must clear all rent, including any arrears or any other money you owe, by the date your tenancy ends.

Inform Housing Benefit/ Universal Credit If any of your rent is paid by Housing Benefit, please get in touch with your local authority, to let them know where you are moving to and when.

Clean and clear your property You must clear the whole property and garden. If you leave anything behind that we have not told you can stay, we will remove it. Don't forget to clear your shed, loft or garage.

Any shed or outbuilding that you have put up must be removed unless we agree that it can stay.

You also need to make sure you hand back your home in a clean condition.

Leave the garden clear and tidy with the grass cut.

Remove all carpets, floor coverings, curtains, blinds, furniture and any rubbish from your home. Make arrangements with your local authority to pick up any bulky waste

Leave the bin area must be left clean and tidy

We will recharge you if we have to clean or clear up your home after you have left.

Hand in your keys Make sure you lock all doors and windows when you leave. Please bring the keys (including shed, garage, gas cards, electric keys, key fobs and door entry keys) to the Elim office by 12 noon on the Monday that your tenancy ends. If the office is not open, you can put the keys in an envelope and put them through the letterbox – make sure you include your address. If you have been provided with a key box, please place your keys in an envelope and leave them inside. Please contact us to let us know you have deposited the keys there.

If we have not got the keys by 12 noon we will charge you rent for the rest of the week. This will continue until we get the keys back.

Repairs and alterations you have done yourself If you have made alterations or repairs to your home without first asking us, you may be charged for the cost of putting them right if they have not been carried out to a high enough standard. Please check with us if you are not sure about anything.

Extra charges You may be charged for any damage to the property, lock changes, or if the home has things left in it that we have to get rid of.

Alarm system If there is a care alarm system in the property you will need to let the provider know you are moving.

Return any disabled aids If there are any disabled aids in the home (for example, a walking frame, bath aids or a wheelchair) please arrange for them to be sent back to the supplier. The telephone and reference number should be found on a sticker on the item.

Gas and electric Please leave all meter cards or keys for gas and electric in the meters as they will not work anywhere else. Please do not leave any money owing on the meters.

It would be helpful if you could hand in your gas and electric supplier's names and meter readings with your keys.

We want to be able to re-let all our homes quickly to people who need them. If you leave your home clean and tidy, you are not only helping yourself but you are helping the next person who lives in your home as well.

