



CITY OF
Lincoln
COUNCIL

Ending your council tenancy

A landlord services information leaflet



Ending your council tenancy

This leaflet is about how you can end the tenancy of your Council home.

If you are about to move out of your Council home, this leaflet will give you some helpful advice and information. It will tell you your responsibilities and how you can avoid incurring extra costs.

It is very important that you tell us that you intend to leave your home and end your tenancy. If you do not then we will still charge you rent until we can legally take possession of it.

Here is a quick checklist of the key points:

- In all cases you must give us 4 weeks notice of moving. If you do not give 4 weeks notice you will still be charged the 4 weeks rent even if you have moved out.
- If you are moving to another City of Lincoln Council property we may accept a shorter notice.
- You will need to allow an 'end of tenancy' inspection of your home during the notice period. This will help us to identify anything that you may be charged for after you leave and could save you money.
- You must not move out and leave someone still living in the property.
- You must leave the property in a good condition as agreed with an Estate Officer during the 'end of tenancy' inspection.
- Check that you have done everything listed in this leaflet and you are ready to move.

You must not leave anyone in your home when you move

In your tenancy agreement this is called giving us “vacant possession” of your home. For example if you have a lodger then you must make sure they leave the property by the time you move out.

In a few special situations you may be able to sign over your tenancy to someone living with you full time. The law states when you can do this and who if anyone could take over your tenancy. You must arrange this, well before you move out. Details can be found in our leaflet called “A guide to your tenancy”, or you can get advice from an Estate Officer.

Giving the Council notice that you are moving out

You must give at least 4 weeks written notice that you will be moving out. This notice is required as part of your tenancy agreement. If you are joint tenants, both tenants should sign the written notice, but a single signature will be accepted.

The easiest way to give notice is to complete the form included in this leaflet or to contact customer services, who will complete the form on your behalf.

The only time you don't have to give 4 weeks notice is when you have accepted a transfer to another City of Lincoln Council property. You still have to give us notice but you can do this at the time of signing the tenancy agreement for your new home.

Your notice time must start and end on a Monday. All your keys must be handed into City Hall before midday on the Monday that your tenancy ends. If you return them after this time you will be charged an extra weeks rent.

You must pay your rent for all of the time until your tenancy ends. If you do not give 4 weeks notice you will still be charged the 4 weeks rent even if you have moved out.

You must clear your rent account before moving out. If you leave owing the Council any debts you will be pursued for these debts even if you are no longer in a council home. Having housing debts could also mean that you have problems if you approach the Council, or another Registered Housing Provider for housing in the future.

End of Tenancy Inspection

We will visit you at your home to carry out an 'end of tenancy' inspection. We will book an appointment with you as soon after we receive your notice. It is very important that you keep this appointment as it could save you time and money.

During the visit we will:

- Complete any missing information on the 'end of tenancy' notice
- Discuss any arrears of rent outstanding and agree payments required to clear the account at the close of the tenancy
- Arrange an appointment for any outstanding repairs that have been reported to be carried out
- Identify repairs that are needed before the property is let again
- Tell you of any repairs that will be charged to you, and agree with you how you may be able to resolve them before leaving the property
- Arrange appointments before the tenancy ends for new repairs to be carried out, if possible
- Get your agreement for new tenants to view your home before your tenancy ends
- Tell you the required condition of the property when you leave
- Tell you about your eligibility for compensation for approved improvements
- Arrange a suitable appointment for an Energy Performance Inspection to be carried out

Leaving your home in good order when you move

A new tenant will be moving in after you so we require that:

- You leave your home clean, tidy, in good repair and decorative condition. This includes any garden, yard, balcony, shed or ariel fitments
- All the Council's fittings in the property must be left in good condition and must not show any signs of damage
- You must disconnect your cooker and washing machine safely. If you are not sure how to do this then get a professional to do this for you to gas safe regulation
- All your belongings including all carpets, rubbish and items you have stored in your loft, must be removed from your home, sheds and garden
- If you have a garden then you must make sure that it is clean and tidy and can be easily maintained by the new tenant

If you have large items that you no longer want you should contact Customer Services on **01522 873333** and they will tell you about the Council's service for removing these from your home before you leave.

You will be charged the cost of any repairs, replacements and cleaning needed due to "tenant misuse", neglect or damage. You will also be charged for removal of any rubbish or belongings from your home or garden. Our charges include administration costs as well as the cost of the work. You do not have to pay for fair wear and tear. We will tell you about anything that may be charged to you when we visit you and will give you every chance to make repairs or replace the items yourself before you move. This is likely to be cheaper than the Council doing the work after you have left.

We will inspect the property when you have left to make sure that any other repairs that were not picked up on the 'end of tenancy' inspection are ordered and to make sure that you have left the property clean and tidy. This may include any further repairs that may be charged to you.

Gas and electricity

If you pay for your gas and electricity by a prepayment card or key, please leave the card or key inside the property. The card or key is chipped to the meter in your home and will not work anywhere else.

Your gas and electricity meters should not be left with money owing on them.

The energy supplier will be changed to Southern Electric when we get the notice to end the tenancy. This is done to make it easy for the next tenant to get their service when they move in. Please do not be surprised if you receive a letter from Southern Electric stating that this has happened. It is quite normal as we have asked for the supplier to be changed.

Are you ready to move?

Keys

- When you move please leave your home locked-up and secure.
- Don't forget to hand all your keys, including any shed, garage, and any communal entrance door keys, into City Hall by midday on the Monday your tenancy ends.
- If you move out early, please hand your keys in when you move, as this may save you money if the Council can let your home before the notice period ends.
- If you do not hand in all the keys for the property you will be charged for changing the locks. This includes keys to communal doors.

Meters

- Have these read or make a note of the readings yourself and tell your gas and electricity providers so that you won't be charged after you leave.

Water

- Tell the water company you are moving so you won't be charged after you have moved out.

- Please turn off the mains supply stop tap when you move out to stop any damage from leaks or burst pipes, especially in cold weather.

Council Tax

- Please tell Customer Services at City Hall of your move and your new address.

Mail

- You can arrange for your post to be directed to your new address through your post office. There is a small charge for this service.

Gas appliances

- You should get a Gas Safe engineer to disconnect your gas cooker and any gas fire that you own. Please do not disconnect the Council's gas fire if there is one fitted.

Phone and cable or satellite TV

- You will have to tell your service provider about your move.
- Don't forget that you will need permission to put up a satellite dish at your new Council home if you are transferring, but this may not be possible if you are moving into a block of flats.

TV licence

- Your TV licence must be changed to show your new address even if you get a free licence for people aged 75 and over. You can do this at your post office or on-line.

Others you should tell

Contact your insurance companies, banks, building society and all other agencies that you have contact with.

If you are claiming income support, or any other benefit that is paid by the Department of Works and Pensions, you must contact the office from which you are claiming to tell them of your new address.

If you rent a Council garage

You only need to give us one week's notice to end a garage tenancy. You can give notice on the same form that you used to give notice on your home. You must pay the rent until the tenancy ends. Please hand your garage keys in at the same time as your home keys and clearly mark them as being for your garage.

If you want to keep your garage after your move then please talk to the Estate Officer visiting your home. There are some very high demand sites that do require you to live in the same area.

If you want to rent a Council garage in the area you are moving to, please contact Customer Services or apply on line at www.lincoln.gov.uk

Please complete the form on the next page...

End of Tenancy Notice Cont...

Name of gas supplier _____

Name of electricity supplier _____

What type of housing are you moving to?

Another Council tenancy	In Lincoln	Another Area
Housing association property	In Lincoln	Another Area
Private tenancy	In Lincoln	Another Area
Nursing home	In Lincoln	Another Area
Hospital	In Lincoln	Another Area
Lodging with relatives or friends	In Lincoln	Another Area
Buying your Council home	In Lincoln	Another Area
Buying own home	In Lincoln	Another Area

Please give details of any other reason for moving:

I / We understand that I / We must return all my / our keys to this property by no later than midday on the Monday that my tenancy ends. Should the Council not receive the keys by this time I / We accept that further weeks rent will be charged due to my delay until the keys are received.

I / We also understand that should my / our home not meet the standards explained in the leaflet "Ending your Council Tenancy", that I / We will be charged the cost of removal of anything that the Council has to remove from the property or garden, and the cost of any damage that has occurred during my / our tenancy.

Signed..... Date.....

Signed..... Date.....

If you have a joint tenancy then you both must sign this form

Please remove this form from this leaflet and return to:

Directorate of Housing and Community Services
City of Lincoln Council, City Hall, Beaumont Fee, Lincoln. LN1 1DE

OFFICE USE ONLY

End of tenancy visit booked by _____

Estate Officer _____

Date of visit _____

End of Tenancy Notice

I / We (insert both names for a joint tenancy)

The tenant(s) of (address):

House / Flat number _____

Name of flats (if appropriate) _____

Street _____

Post Code _____

Home telephone number _____

Mobile Number _____

I / We hereby give Notice to Quit the tenancy and give the required 4 weeks notice, starting from Monday (date) _____

My / our tenancy will end on Monday (date) _____

Council garages

Do you rent a garage from the City of Lincoln Council? **Yes / No**

If you answered yes, please write the address of the garage below

Do you want to end your tenancy on this garage as well? **Yes / No**

My new address will be:

House / Flat number _____

Name of flats (if appropriate) _____

Street _____

Town / City _____

Postcode _____

Do you have a water meter? **Yes / No**

Continued overleaf...

Obtaining copies in alternative formats

This publication can also be made available in large print, or electronically.

Please call 01522 873333 for more information.

Obtaining copies in alternative languages

If you have difficulty in understanding anything in this document, please go to City Hall, Beaumont Fee, Lincoln, or any other council office, where we can call an interpreter for you through an Interpreting Service.

French

Si vous avez besoin d'éclaircissements au sujet de ce document, veuillez vous rendre au City Hall, Beaumont Fee, Lincoln ou tout autre Council office, où nous pourrions faire appel à un interprète par le biais du National Interpreting Service.

Polish

Jeżeli masz trudności ze zrozumieniem tego dokumentu, zgłoś się do urzędu miasta w City Hall, Beaumont Fee w Lincoln lub do innego urzędu należącego do rady miejskiej, w którym wezwiemy tłumacza z National Interpreting Service.

Portuguese

Se tiver dificuldade em compreender qualquer coisa neste documento, por favor dirija-se à City Hall, Beaumont Fee, Lincoln ou qualquer outra repartição do município, onde poderemos chamar um intérprete para si através do Serviço Nacional de Interpretação.

Turkish

Bu belgeyi anlamakta zorlanırsanız, Beaumont Fee, Lincoln Belediyesi'ne ya da herhangi başka bir belediye meclisi ofisine gidin. National Interpreting Service aracılığıyla size bir çevirmen sağlanacaktır.

Bengali

এ ডকুমেন্টের কোন কিছু বুঝতে যদি আপনার অসুবিধা হয়, তাহলে দয়াকরে দয়াকরে সিটি হল (City Hall), বিউমন্ট ফি (Beaumont Fee), লিনকন (Lincoln) অথবা অন্য যে কোন কাউন্সিল অফিসে যান, যেখানে ন্যাশনাল ইন্টারপ্রিটিং সার্ভিস -এর মাধ্যমে আমরা আপনার জন্য একজন ইন্টারপ্রিটার বা পো-ভাষীকে ডাকতে পারবো।

Farsi

اگر شمادر باره اسناد مشکل داشته باشید، لطفاً باهال مرکزی، بی‌مونت فِی، لینکون ویا به دفتر دیگر انجمن بروید و ما میتوانیم از طریق سرویس قومی با مترجم زنگ بزنییم.

Sorani

ئەگەر زۆرەختەیت هەبە لە تێگەیشتنی هەر شتێک لەم بەلگەنامەیەدا، تێکایە برۆ بۆ City Hall, Beaumont Fee, Lincoln یا نۆڤیسیس هەر شارەوانیەک (کاونسلیتیک) ی تێ، کە دەتوانن مۆنتەر جیجی تکت بۆ بانگ بکەین لە رێگەی خۆمەتنگۆزاری میلی بۆ وەرگیران (تەرچووە) بۆ.

Kurdish

Eger hun di vê dokumane de difahmkirina hin tiştan de astengî dikîşin, ji kerema xwe re herin City Hall û Beaumont Fee, Lincoln bibinin. an ji ji karmendê şaredariyê yekî din bibinin. Em ê ji we ra ji serwîsa wergerandina netewî wergerckî peyda bikin.

Russian

Если Вам трудно понять что-либо в настоящем документе, просим обращаться в городской совет по адресу: City Hall, Beaumont Fee, Lincoln, или любое другое учреждение Совета, где мы можем вызвать для Вас переводчика через «Национальную службу устных переводов».

Further information

If you have any comments on what you read in this guide, or any service that you receive from the City of Lincoln Council, please let us know. Equally, we are interested in any suggestions that you have on how to make this a more user-friendly document.

e-mail: customer.services@lincoln.gov.uk

telephone: 01522 873333

website: www.lincoln.gov.uk

write to: DHCS,
City of Lincoln Council,
City Hall,
Beaumont Fee,
Lincoln,
LN1 1DE.