

## **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 having to pay 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 four weeks' notice of moving. If you do not give us four weeks' notice, you will still be charged the four weeks rent even if you have moved out
- If you're moving to another City of Lincoln Council property, we may accept a shorter notice period
- You will need to allow an end of tenancy inspection of your home during the first week of the notice period. This will help us to identify anything you may be charged for after you leave and could save you money
- You must not move out and leave someone living in the property
- You must leave the property in a good condition as agreed with an 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 that you can do this and who, if anyone, can take over the tenancy. You must arrange this well before you move out. Details can be found in a leaflet called Assigning Your Tenancy or you can get advice from your Housing Officer.

### **Giving the council notice that you're moving out**

You must give at least four 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. We do have an online form on our website. This allows you to let us know you intend to give notice, but the notice period will not start until we have your signature.

The only time you may not have to give four weeks' notice is when you have accepted a transfer to another City of Lincoln Council property. You still must 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 week's rent.

You must pay your rent for all the time until your tenancy ends. If you do not give four weeks' notice, you will still be charged the four 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 a council tenant. Having housing debts could also mean you have a problem if you approach the council or another registered 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 as we receive your signed 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 (including any court costs) and agree payments required to clear the account at the close of the tenancy
- Identify repairs that are needed before the property is let again
- Tell you if any of the repairs seen will be charged to you and agree how you may be able to resolve them before leaving the property to avoid being charged
- Arrange appointments before the tenancy ends for new emergency repairs, such as leaks, to be carried out if possible
- Tell you the required condition of the property when you leave
- Tell you about your eligibility for compensation for approved improvements.

### **Leaving your home in good order when you move**

A new tenant will be moving in after you, so you need to:

- leave your home clean, tidy, in good repair and decorative condition. This includes any garden, yard, balcony or shed
- leave all the council's fittings in the property in good condition and with no signs of damage
- disconnect your cooker and washing machine safely. If you're not sure how to do this, then get a professional to do this for you
- remove all your belongings, including any old carpet, rubbish and items you have stored in your loft from your home, sheds and gardens
- make sure, if you have a garden that it is clean and tidy and can be easily maintained by a new tenant, including lawns and hedges.

If you have large items, you no longer want, you may be eligible for the council's large or bulky item collection services. Find out more at [www.lincoln.gov.uk](http://www.lincoln.gov.uk) or contact Customer Services.

You will be charged the full cost of any repairs, replacements or cleaning needed due to tenant misuse, neglect or damage. You will also be charged for the 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 will not have to pay for fair wear and tear. We will tell you about anything we see that may be charged to you when we visit you and give you every chance to make the 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 the tenancy inspection are ordered and make sure that you have left the property clean and tidy.

### **Gas and electricity**

If you pay for gas and electricity on 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. You are liable for that debt and if we incur any costs because you left a debt, you will be charged for that cost.

The energy supplier will be changed to British Gas when we get notice of the end of 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 British Gas stating 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 windows, shed, garage and any communal entrance door keys or fobs into City Hall by midday on the Monday that 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.

#### **Meters**

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

## **Water**

Tell the water company you are moving so you won't be charged after you've moved out. Please turn off the main 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. If you don't redirect your post, any letters sent to your old address will not be kept for you.

## **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 that 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're 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 or over. You can do this at a post office or online.

## **Others you should tell**

Contact your insurance companies, banks, building society and all other agencies 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 your new address.

## **If you rent a council garage**

You only need to give us one week's notice to end the garage tenancy. You must do this by the Garage Licence Agreement Notice of Termination form. You must pay rent until the tenancy ends. Please hand your garage keys in by midday on the Monday your licence ends and clearly marked them as being for your garage

If you want to keep your garage after your move, then please contact the Garage Officer on 01522 873848.

If you want to rent a council garage in the area you're moving to, please contact the Garage Officer or apply online at [www.lincoln.gov.uk](http://www.lincoln.gov.uk).

# End of Tenancy Notice

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

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## The tenant(s) of (address)

House/Flat number: \_\_\_\_\_

Name of flats (if appropriate): \_\_\_\_\_

Street: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

I hereby give Notice to Quit the tenancy 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

\_\_\_\_\_

If you wish to end your garage licence, please complete the Garage Licence Agreement Notice of Termination form.

## 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

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:

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I understand that I must return all my 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 accept that further weeks rent will be charged due to my delay until the keys are received. I also understand that should my home not meet the standards explained in the "Ending your Council Tenancy", that I 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 tenancy.

Signed.....

Date.....

Signed.....

Date.....

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

Please remove this form from the leaflet and return it to:

Directorate of Housing and Investment, City of Lincoln Council

City Hall, Beaumont Fee, LINCOLN, LN1 1DE

### OFFICE USE ONLY

End of tenancy visit booked by: \_\_\_\_\_

Housing Officer: \_\_\_\_\_

Date of visit: \_\_\_\_\_