



Dalmuir Park Housing Association

A Guide to terminating your tenancy

GIVING UP A TENANCY

Under your Tenancy Agreement with the Association you must give at least 28 days notice in writing when you are giving up a tenancy. This will help us to find a new tenant for the property. If the required notice is not given you will be charged for an extra months rent.

If you wish to give up your tenancy you must call into the office to sign a "Termination of Tenancy" form. If you are unable to call at the office you must notify the Association in writing. In the case of joint tenancies both must sign, and where the house is a family home, both spouses or cohabitants must sign.

The official date of termination will be 28 days from the date of giving notice.

You will be given a notice explaining the amount of rent due to pay. Any rent outstanding should be paid on or before the termination date. If you have rent arrears at the end of your tenancy, make sure you make arrangements with your Housing Officer to pay the arrears off. Rent arrears from a previous tenancy may prevent you from being offered another tenancy with any other Housing Authority and could result in legal action being taken against you.

CLEARING YOUR HOUSE

The house should be left in a clean and tidy condition, with all furniture and personal belongings removed.

West Dunbartonshire Council Cleansing Department will remove larger items of furniture, but must be notified well before the termination date.

Cleansing Department : 01389-737000

All costs incurred by the Association to empty or clean a house after the date of termination will be charged in full to the outgoing tenant.

RECHARGEABLE ITEMS

Where any damage or breakages have been caused to the house as a result of misuse or negligence, outgoing tenants will be charged for the cost of repair or replacement.

LEAVING YOUR HOUSE

You must ensure that any heating appliances owned by the Association are left intact. If these items have been removed during your tenancy, an adequate alternative must be left in its place, and must be in working order.

A Housing Officer will call at your home, at an arranged time, in order to inspect your house before you leave. A further inspection will be carried out when you leave the house.

All fixtures and fittings e.g. kitchen units, internal doors, light fittings etc. must be left intact.

Make sure that any remaining household refuse is put in the bin for collection. All floors should be swept and the kitchen and bathroom left in clean condition.

Don't forget to have your gas and electricity meters read before leaving.

You should also switch off the gas and electricity at the mains.

Please ensure that doors and windows are securely locked before handing the keys into the office. All keys to the house should be returned to the Association on or before the termination date.

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