



# GIVING NOTICE TO QUIT YOUR TENANCY

This document is available in other formats (eg in large print or on CD), please contact us if you require a different format.

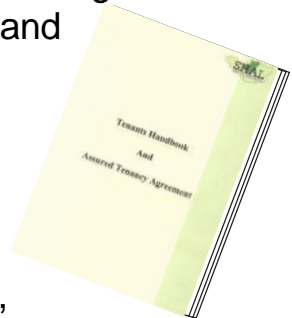
**SHAL Housing Ltd, 2 King Square,  
Bridgwater Somerset TA6 3DG**  
Tel: 01278 444344 Fax: 01278 445610  
[www.shal.org](http://www.shal.org)

*January 2009*

### Three things to remember before the tenancy ends

- 1. Give Formal Notice to Quit – In writing
- 2. Make an appointment for our inspector to call – contact reception
- 3. Make sure that the rent is paid up to date – contact reception

1. Under the terms of your Tenancy Agreement, you must give **4 Weeks Notice** in writing to end your tenancy and these 4 weeks must start on a Monday. We have a **Notice to Quit Form** you can complete, please ask at reception



2. We would like you to make an appointment for our inspector to carry out 2 inspections of your home. The first is to find out whether any works are required and whether you are responsible for any of them and the second inspection will be carried out on

the Monday that you are due to return the keys. This is to make a full check of the empty property and to see if you qualify for the **End of Tenancy Reward**.

Please make an appointment for our inspector visit as soon as possible.

3. You must make sure that any **rent due is paid in full** up to the end of the tenancy

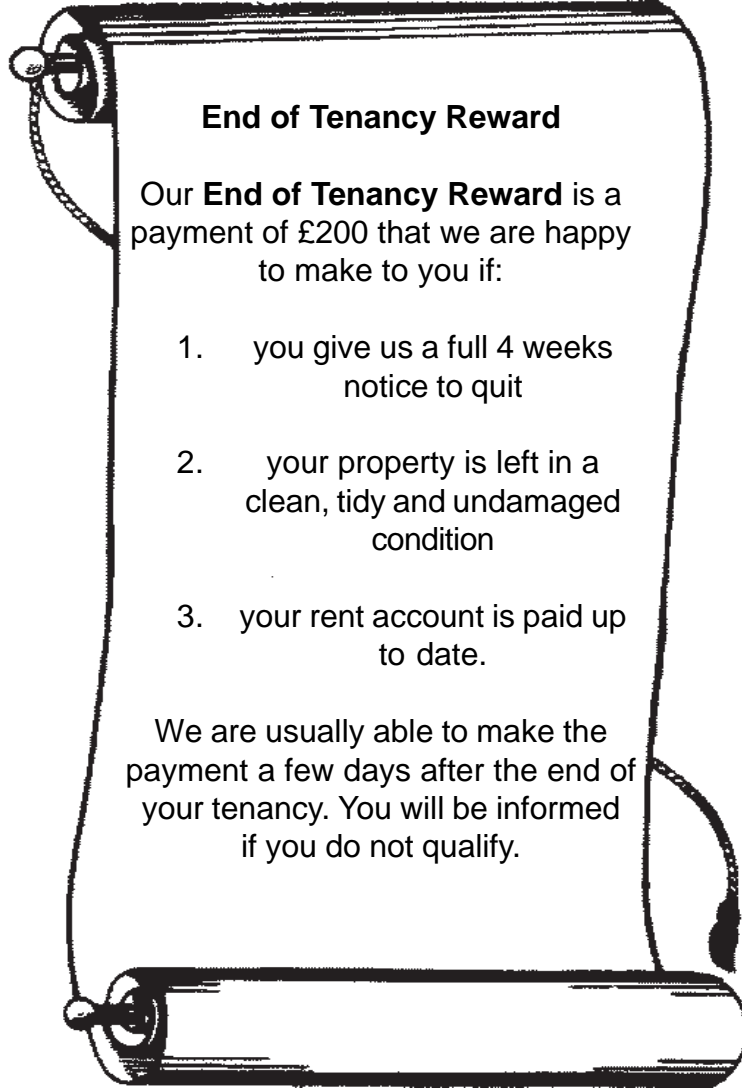
**Just before the tenancy ends:**

We will seek another tenant for your property before your tenancy ends. It is helpful to us if we can arrange for **potential tenants to view your home** before you leave. Please give us details on how we can arrange this on the Notice to Quit form.

You should make sure that the **property is clean and tidy (inside and outside)** and free from rubbish and any of your belongings. If we have to organise the removal of any waste, we will recharge the costs to you. If you have been contacted by the ingoing tenant and have arranged to leave any items for them, please let us know.

The **keys to the property will be collected from you** from your home on the Monday morning when the second inspection is carried out.

Please leave any **appliance handbooks** for the next tenant



**End of Tenancy Reward**

Our **End of Tenancy Reward** is a payment of £200 that we are happy to make to you if:

- 1. you give us a full 4 weeks notice to quit
- 2. your property is left in a clean, tidy and undamaged condition
- 3. your rent account is paid up to date.

We are usually able to make the payment a few days after the end of your tenancy. You will be informed if you do not qualify.