

Notice to Quit

I would like to give 4 weeks' notice to quit my tenancy at

My tenancy will end (and I will return the keys to SHAL by 9:30 am) on

SHAL: up-date Next Move Date in Pyramid

Rent, re-charges and costs

I confirm all outstanding re-charges, costs and the rent due before my tenancy ends will be paid before the end of my tenancy. SHAL will confirm the correct amount.

My new address will be

SHAL: up-date Postal Address in Pyramid

My new landlord (if applicable) will be

SHAL: up-date Destination in Pyramid

Utilities

The utility providers at my property are

	Provider	Type of meter	Debt?
Electric			
Gas			
Water	Bristol/Wessex Water	Yes/No	

SHAL: contact the providers if required

I'm moving because

SHAL: up-date Termination in Pyramid

Please read this important information before signing this Notice.

Crypton House, Bristol Road, Bridgwater, Somerset, TA6 4SY
 Online: www.shal.org – Email: information@shal.org – Tel: 01278 444344

I confirm I will:

1. Return the keys to the property to SHAL by 9:30 am on
2. Leave all keys to windows and internal doors at the property
3. Clear any outstanding debts on the utility meter(s) if applicable and leave all utility meter keys/cards at the property
4. Remove from the property all electric and gas appliances for which I am responsible
5. Remove all personal belongings from the loft space (if applicable)
6. Clean and tidy the property and return the property to SHAL in a good and clean condition and in good decorative order
7. Clear both front and rear gardens (if applicable) of rubbish and personal belongings and leave it in good order
8. Complete all repairs SHAL advises me I am responsible for when they inspect the property before returning my keys
9. I am [not] happy for SHAL to start making repairs to the property before the end of my tenancy

I understand:

1. I will be re-charged for:
 - 1.1. Cleaning the property, including carpets, other flooring and surfaces
 - 1.2. Repair(s) I am responsible for that I have not completed by the end of my tenancy
 - 1.3. Repair(s) I am responsible for that are identified when the property is inspected after I have returned the keys to SHAL
 - 1.4. The removal and disposal of any personal belongings I may leave at the property at the end of my tenancy (unless agreed otherwise by SHAL)
 - 1.5. Cleaning the property, including carpets, other flooring and surfaces
 - 1.6. Clearing debts on utility meters and the administration costs of ordering new cards/keys
2. SHAL will notify Homefinder Somerset of any rent arrears and re-charges that remain outstanding following the end of my tenancy
3. SHAL will pursue non-payment of any rent arrears and re-charges through both the County Court and High Court and approved credit management and debt recovery agencies

Ending your tenancy

If you decide to move out, you will need to give us at least 4 weeks' notice (the "notice period").

What happens during the notice period?

We will inspect the property with you as soon as possible after you give notice. We will confirm what we expect you to do before you move out (including repairs, clearing and cleaning). This includes any gardens at the property. We will also confirm what we'll do to get the property ready for the next tenant.

Please note we may end up charging you for additional repairs that are identified only after you've emptied the property and moved out. If you move out before the notice period ends please let us know as we may be able to visit and let you know what you need to do to avoid further charges.

If you have prepayment utility meters you will need to make sure any debts are cleared and the keys/cards are left in the meters.

What happens at the end of the notice period?

On the day your tenancy ends you will need to return the keys to us by 9:30 am at the latest. You can return them earlier if you've moved out and completed the repairs (please see above). The property must come back to us clean and clear and in a decent condition. We will inspect the property as soon as possible after you've returned the keys and decide what we need to do get the property ready for the next tenant.

Once the work is complete and the costs are known we will charge you for any repairs you didn't complete to an acceptable standard before you moved out. This could include clearing and cleaning the property and any other repairs that were your responsibility. We will also charge you for any repairs that could only be identified once the property was empty.

If you are in credit (pre paid) with your rent we may not release the money back to you until all outstanding re-charges have been paid in full. Please note we will pursue non-payment of any rent arrears and re-charges through both the County Court and High Court and approved credit management and debt recovery agencies.

How should I return the property?

We want to be able to re-let the property as soon as possible. You need to hand back the property in a decent condition, clean and clear of all personal items. This includes any gardens (if applicable).

The property should be decorated to an acceptable standard.

What could I be charged for?

We will confirm what we expect you to do before you move out. We will charge you if we need to make repairs that are your responsibility (including items that may have been damaged while you've been living there) or clean and clear the property. Charges could include:

1. Gaining access to the property if you don't return the keys in time
2. Clearing the property of personal belongings/appliances
3. Clearing the garden(s) and cutting the grass
4. Cleaning the property, including carpets, other flooring and surfaces and removing mould
5. Repairing/replacing damaged items
6. Settling debts on utility meters and ordering replacement cards/keys
7. Re-decorating the property if it's not been decorated to an acceptable standard

If costs, re-charges and rent remains unpaid we will pursue non-payment through both the County Court and High Court and approved credit management and debt recovery agencies.

Please speak to your Housing Officer when they inspect your property if you have any questions or concerns about ending your tenancy.

Re-let standard (moving out)

You will need to make sure you return your home to SHAL in a decent condition, clean and clear and ready for the next tenant to make it their home. You will need to:

Security

You will need to make sure you return all the keys to SHAL. This includes keys to any window locks. You can leave the majority of the keys in a kitchen drawer at the property and return just the keys to the external doors so we can get into the property after you leave.

If you don't return the keys by 9:30 am on the day you leave you will be charged the costs of gaining access to the property to change the locks. You will also need to ensure any damaged glazing has been replaced.

Loft space

You will need to make sure the loft space is clear of all your personal belongings.

Internal decoration

You will need to make sure you leave the property clean and the internal decoration is to an acceptable standard. This includes removing marks/repairing damage to walls, floors and ceilings. It also includes removing mould caused by condensation.

Flooring

You can choose to leave your flooring if it's in a good condition. However, if you were asked to remove it when we inspected your home after you gave notice you may be re-charged if you don't.

Gardens and sheds

You should clear the garden of any personal belongings and cut it back to an acceptable standard.

Kitchen and bathroom

You will need to make sure both the kitchen and bathroom are clear of personal belongings and clean. This includes removing mould caused by condensation.

Utilities

If you have prepayment meters you'll need to leave the keys/cards at the property and make sure there are no debts on the meters.

Getting it right

Moving home can be stressful and expensive. We want to work with you to make it easier for you, for SHAL and for the new tenant who moves into your home.

Where possible, we'll discuss options with you before you move out so can make sure we get things right and you're happy when you move out.

What could I be re-charged?

We don't want the amount we re-charge you to be a shock. These costs have been put together to help estimate how much you may be charged. We won't know an exact cost until all after you've moved out and all the work has been completed.

Item	Cost	Unit
Bathroom		
Replace	Quote	
Cleaning & clearing		
Caravans/vehicles (remove)	Quote	
Clean (including treating and removing mould)	£70	Per room
Fumigation and pest control (whole property)	£350	Each
Loft space	£400	Each
Decoration		
Alterations and modifications made to the home (remove)	Quote	
Floor coverings (remove and dispose)	£150	Per room
Re-decorate (fully) walls, ceilings, woodwork and radiators	£650	Per room
Re-decorate (partially) walls, ceilings, woodwork and radiators	£350	Per room
Walls and ceilings (repair damage)	Quote	
Doors and windows		
External utility door (replace)	£650	Each
Front door to flat (replace)	£650	Each
Front door to house (replace)	£750	Each
Glazing (repair/replace)	Quote	
Internal door (ease and adjust)	£40	Each
Internal door (replace)	£160	Each
Internal fire door (replace)	£500	Each
Window (replace)	Quote	
Window handles (replace if keys aren't returned)	£50	Each
Window overhaul (first floor)	£200	Each
Window overhaul (ground floor)	£100	Each
Electric & gas		
Additional health and safety work	Quote	
Administration fee to clear debts on meters	£25	
Dangerous electrical installation (remove & make safe)	Quote	
Sockets/switches/light pendants (replace)	£70	Each
Garden		
Additional health and safety issues (e.g. filling in ponds)	Quote	
Remove and dispose of items and cut back	Quote	

Kitchen		
Appliances (remove and dispose)	£250	Each
Replace	Quote	
Units/doors (repair)	£50	Each
Units/doors (replace)	Quote	
Worktops with sink (renew)	£450	Each
Worktops without sink (renew)	£350	Each
Security & safety		
Additional safety issues (e.g. replacing handrails/bannisters)	Quote	
Gain access to the property if keys aren't returned	£100	Each

Signed _____

Name: _____

Dated _____