

# Leaving your home

**How does a tenancy end?** - You have agreed in your tenancy agreement to give MCHA **at least one calendar months' notice** that you wish to end the tenancy.

This notice should be given in writing and can end on any day of the month. We have an End of Tenancy form that can be used to give notice.

Generally, you must sign this notice ending your tenancy yourself, unless another person holds Power of Attorney for you. Evidence of the Power of Attorney will be required.

**Does my tenancy end if my partner dies?** – If you are joint tenants then your tenancy conditions remain the same, but you become a sole tenant.

**Does my tenancy end if I die?** – A tenancy does not end upon the death of a sole tenant. It forms part of the tenant's estate.

Notice to end the tenancy must still be given by the Executor of the tenant's Will or the tenant's Personal Representative. The tenant's death certificate must be shown to MCHA.

**Rent and service charges are payable by you the tenant, or a tenant's estate, until the end of tenancy date.**

**Clearing the property** - The property must be cleared of all personal possessions and furniture, including carpets, curtains and white goods. If we can put you in touch with the incoming tenant before the end of tenancy, you may be able to discuss selling or gifting items to them.

MCHA does not take responsibility for any items left in a property at the end of the tenancy. Any items left will be disposed of and you will be recharged.

The property must be left in reasonable condition, allowing for fair wear and tear, otherwise you will be recharged for any damage or repairs.

**At the end of your tenancy** – You will be asked to meet with a member of staff to complete the following things together:

- **Return Keys** – to return **all** keys to the scheme and your flat
- **Meter readings** – to take the electricity, and sometimes gas, meter readings at the end of your tenancy
- **Condition of flat form**– to look in the property at the end of your tenancy. It should be reasonably clean and in reasonable condition allowing for fair wear and tear. Any items requiring removal, or any damage caused by you, incurring MCHA costs, will be agreed and charged to you (or a tenant's estate).
- **Rent** - pay any final rent due

If MCHA hold any deposits for additional keys or equipment, this will be considered at the end of tenancy, alongside any additional charges payable, rent arrears or overpayment of rent. If a refund becomes due, MCHA will arrange for this to be paid to you (or a tenant's estate).

### **Final checklist.**

**Please remember to:**

- Contact electric and gas providers to advise them your tenancy has ended and give them final meter readings
- Contact television and telephone service providers
- Inform NFDC the tenancy has ended
- Arrange for post to be re-directed and give MCHA a contact address
- Cancel any regular deliveries, such as newspapers or frozen foods
- Cancel any cleaning or care arrangements

**We hope you have enjoyed your time here with MuirCroft Housing Association.**