

## FACT SHEET

# Moving out of your home

We've put some information together to help you prepare for ending your tenancy with us. Please take the time to read through this and make sure you're ready to leave your home.

### 1. Give four weeks' notice

You'll need to give us written notice four weeks before you'd like your tenancy to end. You can do this by completing the form at the end of this factsheet to and delivering it to your local office - we're unable to accept email notices. Your notice period will then start from the first Monday after we receive your written notice.

### 2. Make sure your rent is up to date

We will keep charging you weekly rent during your notice period. You'll need to make sure your rent is up to date and that you've cleared any arrears or money owed before your tenancy ends.

### 3. Inform Housing Benefit

If all or part of your rent is paid by Housing Benefit, please get in touch with your local authority to let them when and where you are moving.

### 4. Property inspection

We'll make an appointment to come and inspect the condition of your home as soon as possible. We'll then advise you of any work you need to do in your home before your tenancy ends.

### 5. Clean and clear your property

Please hand back the property in a clean and tidy condition. This includes clearing any sheds, lofts and garages as well as cutting the grass in any gardens.

If you've put up your own shed or outbuilding and haven't been given permission to leave it at the property, please make sure you remove it before the end of your tenancy.

Please also make sure any carpets and curtains you've been given permission to leave behind are clean.

We'll remove any belongings left behind that haven't been agreed to and will charge you for any cleaning or clearing that needs to be done at your property once you've left.

### 6. Hand in your keys

Please make sure all your doors and windows are locked before you leave your home.

You should return all keys to your local Sovereign office

by 10am on the Monday after your tenancy ends.

You can leave gas and electric keys or cards in the property.

If you don't return the keys on time, we will continue to charge you weekly rent until they are returned. There may also be extra charges if the keys are not returned at all.

### 7. Repairs and alterations you have done yourself

If you've made your own alterations or repairs to your home without asking us first - and they haven't been carried out to a high enough standard - we may charge you the costs of putting them right.

If you're unsure about any of the repairs or alterations you've made in your home, please call your local office to check.

### 8. Extra charges

We may ask you to pay for any damage to the property, lock changes, or if the home has anything left inside which we need to dispose of.

### 9. Care alarm systems

If you've got a care alarm system in your home, please let your provider know you are moving.

### 10. Return any disabled aids

If you've got any disabled aids in your home, including a walking frame, bath aids, or a wheelchair, please arrange for them to be sent back to the supplier. You'll find a sticker with the telephone number and a reference on each item.

### 9. Gas and electric

Please leave your gas and electric cards or keys in the meters as they will not work anywhere else. You should also make sure you don't leave any money owed on your meters.

It would be helpful if you could hand in your gas and electric suppliers names and meter readings with your keys.

# Notice to end your tenancy

**Please return this form to your local Sovereign office**

Name of tenant(s): .....

I/We are letting you know that we no longer want to rent our home at:  
.....  
.....

I/We are giving your four weeks notice to end the tenancy.

I/We will give Sovereign vacant possession and understand that the tenancy will end on Sunday  
(enter date): .....

I/We will return all keys to you by 10am on:  
Monday ..... (date)

I understand that if keys are not returned on time, Sovereign will continue to charge weekly rent.

If I return the keys before the tenancy end date, I agree to give permission for Sovereign to enter the property and start any works needed. However, I know rent will be due and I'll remain responsible for paying the rent until the tenancy has ended.

I will leave electric and gas keys or cards in the property.

I/We also understand that we need to pay all rent, including any arrears or other amounts owed, before the tenancy end date.

## Contact details and forwarding address

Address we are moving to: .....

..... Postcode: .....

Home tel: ..... Work tel: .....

Mobile: ..... Email: .....

**Please tell us why you are moving**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Need a bigger property  | <input type="checkbox"/> To be near family or friends | <input type="checkbox"/> Condition of property   |
| <input type="checkbox"/> Need a smaller property | <input type="checkbox"/> To be near work or schools   | <input type="checkbox"/> Neighbour problems      |
| <input type="checkbox"/> Need a ground floor     | <input type="checkbox"/> Moving in with a partner     | <input type="checkbox"/> Relationship breakdown  |
| <input type="checkbox"/> Need supported housing  | <input type="checkbox"/> Need a garden                | <input type="checkbox"/> Racial/other harassment |
| <input type="checkbox"/> Ill health/disability   | <input type="checkbox"/> Buying own home              | <input type="checkbox"/> Domestic violence       |
| <input type="checkbox"/> Moving to a care home   | <input type="checkbox"/> Can't afford the rent        | <input type="checkbox"/> Other .....             |
- .....

**Please tell us what type of home you are moving to**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Live with friends/family    | <input type="checkbox"/> Transfer to another sovereign property | <input type="checkbox"/> Residential care |
| <input type="checkbox"/> Another Housing Association | <input type="checkbox"/> Mortgaged/shared ownership             | <input type="checkbox"/> Other .....      |
| <input type="checkbox"/> Another Local Authority     | <input type="checkbox"/> Tied accommodation                     | .....                                     |
| <input type="checkbox"/> Private rented              | <input type="checkbox"/> Nursing home                           |   |

**Please tell us about the property where your tenancy is ending**

Type	Entrance	Bathroom and WC	Parking	Garden
<input type="checkbox"/> House <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Flat  Floor level if a flat:	<input type="checkbox"/> Private <input type="checkbox"/> Communal  Number of steps at the front door:	<input type="checkbox"/> Bath <input type="checkbox"/> Shower over bath <input type="checkbox"/> Separate shower <input type="checkbox"/> Wet room <input type="checkbox"/> Ensuite <input type="checkbox"/> Downstairs WC	<input type="checkbox"/> Garage <input type="checkbox"/> Driveway <input type="checkbox"/> Off street <input type="checkbox"/> On road <input type="checkbox"/> Permit	<input type="checkbox"/> Private <input type="checkbox"/> Communal <input type="checkbox"/> None
Number of bedrooms	Number of living and dining rooms	Heating type	Gas supplier name	Electric supplier name
Single:			Name:	Name:
Double:			<input type="checkbox"/> Quarterly <input type="checkbox"/> Key meter	<input type="checkbox"/> Quarterly <input type="checkbox"/> Key meter

**Disabled adaptations (please give details):**

**Other tenancies I hold** (please indicate as appropriate):

	I wish to keep this service	I wish to end this service
Care and support alarms	<input type="checkbox"/>	<input type="checkbox"/>
Grass/hedge cutting	<input type="checkbox"/>	<input type="checkbox"/>
Garage	<input type="checkbox"/>	<input type="checkbox"/>

Garage Address: .....

.....  
I/We agree to clear the property and garden of all contents including rubbish and give permission for you to dispose of anything left behind, for which there may be a charge.

Tenant 1 print name: ..... Signature: .....

Tenant 2 print name: ..... Signature: .....

Date: .....