

moving on



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Ending Your Tenancy

Your Tenancy Agreement is a legally binding contract and if you wish to terminate the contract, you must give Ashton Pioneer Homes 4 weeks notice in writing.

Your notice period **MUST COMMENCE ON A MONDAY**.

- When you have decided you want to leave you can either notify APH in writing giving 4 weeks notice or you can attend the office and a Customer Services Officer will complete the necessary forms on your behalf.
- Your Housing Officer will arrange a pre-termination inspection visit to your property at a time that is convenient for you. You will also be given advice about leaving your property, any obvious rechargeable repairs and if you have any outstanding arrears a repayment arrangement will be discussed at this point.
- You must return all keys and fobs by 12noon on the Monday your tenancy ends, if not before. If your keys are late back you will be charged an additional weeks rent.
- Make sure your property is clean and all your belongings are removed from the property and the garden. Any items left in the property will be disposed of and any damage caused or cleaning required will result in you being recharged to cover the costs of this work.
- If you have any curtains you don't want to take with you we would be very grateful if you could leave them up at the windows, so that the property doesn't look empty.

Other Things to Remember When Moving Out

- Before leaving your property make sure you take meter readings and inform your gas / electric / water companies
- Have your mail redirected
- Return your keys

Death of the Tenant

In the event of the death of a tenant, the next of kin will need to inform the Customer Services Team. They will also need to supply a copy of the death certificate and in the case of a sole tenancy sign a tenancy termination form. Where the tenancy is not a joint tenancy, then the tenancy will be allowed to continue for a reasonable time to allow relatives or the next of kin to remove belongings. Rent will continue to be charged for this period and any outstanding monies are recoverable from the estate and/or next of kin. Please be aware that Housing or Council Tax benefit claims cease on the date of death.

In certain circumstances persons residing in the property may be able to succeed to the tenancy. For further information regarding succession to a tenancy please contact the Customer Services Team on 0161 343 8128.

We do hope you don't leave your tenancy, but if you do decide to leave we hope you have been happy with the service provided by Ashton Pioneer Homes.