

Ref. ETRM1.

**RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION  
18 FARMELOAN ROAD  
RUTHERGLEN  
SOUTH LANARKSHIRE  
G73 1DL**

Dear Sirs

I/We \_\_\_\_\_

hereby renounce my/our tenancy of the property at \_\_\_\_\_

\_\_\_\_\_

with effect from \_\_\_\_\_

Yours sincerely

\_\_\_\_\_ (Tenant)

\_\_\_\_\_ (Tenant)

\_\_\_\_\_ (Witness)

\_\_\_\_\_ (Date)

Forwarding Address \_\_\_\_\_

\_\_\_\_\_

## **ENDING YOUR TENANCY TENANTS CHECK LIST**

This leaflet is provided to give guidance on ending your tenancy. As soon as you know you are moving you should do the following:

- Inform the Housing Association in writing at least 28 days before you intend to leave your property, giving a forwarding address.
- We will need to gain access to the property at this point to carry out a property inspection.
- You must inform the Housing Benefit office about your intention to end the tenancy. You should also notify Council Tax.
- Mail redirection should be organised with the Post Office.
- Inform your Gas, Electricity and Telephone supplier of proposed move.

### **Within the house the following steps should be taken:**

- The property must be cleared of all furniture and carpets.
- Rubbish must be bagged and the Cleansing Department telephoned (01698 717777) to organise uplift. They will need at least one weeks notice.
- All floors should be swept.
- Wipe and clean all work surfaces and sink units.
- Wipe and clean all paint work, doors, electrical socket outlets and switches.
- Wipe and clean inside cupboard units.
- Wipe and clean wash hand basin, WC and bath.
- Wipe and clean radiators.
- Loft/attic areas must be cleared - where appropriate.

### **If you have a garden the following steps should be taken:**

- Grass and hedges must be cut and tidied.
- Garden rubbish must be bagged and removed from garden.
- Sheds and outbuildings to be cleared.

### **On the day you actually move you must do the following:**

- Take meter readings for Gas and Electricity, telephone your supplier with these readings.
- Check that all belongings have been removed from the property.
- It is Association Policy that keys will not be accepted at the office. One of the Housing Officers will meet you at the property, at an arranged time, prior to mid day, to carry out an empty property inspection and accept keys if everything is in order.

**Rutherglen and Cambuslang Housing Association**  
**End of Tenancy Questionnaire**

How long were you resident at this address	
Why are you terminating your tenancy?.	
Did you experience any tenancy related problems at this address?.	Yes / No
If yes, please explain:-	
Were you satisfied with the Association as a landlord?.	Yes / No
If not, please explain why:-	
Were the staff at the office courteous and helpful during the term of your tenancy?.	Yes / No
If not, please explain why:-	
What are your views of the overall service offered by the Association during your tenancy?	
Are there any suggestions or changes that you would recommend to help improve our service?.	
Name:	
Association Address:	
New Address:	
Tel:	Date:

**Thank you for taking the time to complete this questionnaire.**  
**The Association would like to offer you best wishes in your new home.**  
**The details provided by you in this questionnaire will be treated in the strictest confidence.**