



Cymdeithas Tai **Bro Myrddin** Housing Association

# Ending your Tenancy

*Bro Myrddin is a charitable Association registered under the Industrial & Provident Societies Act 1965 No. 23055R and with Housing for Wales No.L069*

To end your tenancy you must give us **4 weeks' notice in writing.**

Your tenancy will normally end on a Sunday and you must hand in the keys to us by 12 noon on that Monday unless we have agreed otherwise with you.

If you leave the property without telling us, you will still be liable to pay 4 weeks' rent.

You must not leave anyone living in the property when you end your tenancy unless we have already agreed in writing that you can assign (lawfully transfer) it to them.

Please do not return keys by post, as they could get lost.

We will charge for the cost of any work necessary if you leave the property in a poor condition.

# Ending your tenancy

To end your tenancy you must give us four weeks notice in writing. Your tenancy will normally end on a Sunday and you must hand in the keys to us by 12 on that Monday unless we have agreed otherwise with you.

If you leave the property without telling us, you will still be liable to pay 4 weeks rent.

you must not leave anyone living in the property when you end your tenancy unless we have already agreed in writing that you can assign (lawfully transfer) it to them.

Please don't return the keys by post, as they could get lost.

We will continue to charge you rent until we get the keys back.

## Moving out

### ***What do I need to do when I leave my home?***

You must leave your home empty, clean and in good condition. We will charge you if we have to remove any items left behind.

Please try not to damage the property or decorations when you are moving out, especially when removing screws, pictures and carpets.

**Do not leave bare wires or open gas pipes.**

# ***Returning keys***

You should return all keys to the office, clearly marked with the address, on or before the date that the tenancy is due to end.

If you return keys late, we will charge you extra rent

We will charge you for replacement keys or lock changes if you don't return all the keys.

# **Property inspections**

We will inspect the property before you leave so we can tell you what repairs and decorations are your responsibility.

We will also make a full inspection after you have moved, to find out what work (if any) needs doing before a new tenant can move in.

We will tell you about any repairs which are your responsibility and which you may have to pay for.








# **Repairs we can charge you for**

Please carry out any repairs and decorations you are responsible for before you move out, including removing all rubbish.

If we have to remove any rubbish you have left, or do any work you should have done, we will charge you for this.

## Points to Remember before leaving:

➡	Leave it clean and tidy	<input type="checkbox"/>
➡	Leave it in a reasonable decorative order	<input type="checkbox"/>
➡	Repair any damages you may have caused such as holes in doors and replace anything missing	<input type="checkbox"/>
➡	Remove carpets (unless they are in very good condition and your Housing Officer has agreed in writing that you can leave them)	<input type="checkbox"/>
➡	Remove all rubbish and belongings, as we will charge you if we have to take it away	<input type="checkbox"/>
➡	Leave your garden tidy and clear from any rubbish or furniture, and cut the grass	<input type="checkbox"/>
➡	Clear attics and sheds	<input type="checkbox"/>
➡	Make sure your rent account is up to date	<input type="checkbox"/>

	Tell us your new address	<input type="checkbox"/>
	Fixtures and fittings, such as gas fires and kitchen units, are normally our property and you should not remove them. If in doubt, please check with us first.	<input type="checkbox"/>
	Don't leave open gas pipes or live wires. Always ask qualified trades people to remove appliances	<input type="checkbox"/>
	Don't damage the property or decorations when moving out	<input type="checkbox"/>
	Tell the gas, electricity, water and phone companies you are moving, and read the meters	<input type="checkbox"/>
	Tell the council you are moving, so they can alter their council tax and housing benefit records	<input type="checkbox"/>
	Leave the property empty, secure and clean	<input type="checkbox"/>

## **Registered Office:**

Bro Myrddin Housing Association Ltd  
Cillefwr Industrial Estate  
Johnstown  
Carmarthen  
SA31 3RB

Tel: 01267 232714  
Fax: 01267 238107

Website: [www.bromyrdin.co.uk](http://www.bromyrdin.co.uk)  
Email: [info@bromyrdin.co.uk](mailto:info@bromyrdin.co.uk)

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in Braille, Large Print, Audio and your  
preferred language**

**A Welsh language version of this leaflet  
is also available.**

