



Contact Details

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Housing Management

How to end a Tenancy

Ending a Tenancy

This leaflet briefly explains what you have to do to end your tenancy. For further advice, please contact Housing Services - contact details are shown at the end of this leaflet.

WHAT MUST I DO IF I WISH TO GIVE UP MY TENANCY?

All tenants of Stafford and Rural Homes are required to give **four weeks written notice** to terminate their tenancy. This is a Condition of Tenancy. There are no exceptions to this rule.

This means that when you decide to leave your S&RH property you are required to inform us in writing four weeks in advance that you wish to terminate your tenancy.

You will be asked to complete a Tenancy Termination Form (available from Housing Services). This confirms to S&RH that you will be terminating your tenancy in four weeks time.

The notice period ends at 12 noon on a Monday. You must, therefore, vacate the property and hand back all keys to S&RH by noon on the Monday.

WHAT HAPPENS IF I WISH TO LEAVE THE PROPERTY DURING THE NOTICE PERIOD?

You can leave the property but you must inform S&RH that you have done so and hand in the keys to us. This will help us to relet the property quickly to somebody waiting for housing. However, you will still be liable for rent up to the date of the expiry of the notice.

WHAT HAPPENS IF I WISH TO EXTEND THE NOTICE PERIOD?

Simply inform S&RH of the date on which you would like to leave and your notice period will be extended. You will still be responsible for paying the rent up until the end of the extended notice period.

AM I STILL RESPONSIBLE FOR RENT AFTER I HAVE GIVEN NOTICE?

Yes. You are responsible for rent until the date of the expiry of your notice.
WHAT HAPPENS IF I HAVE TO PAY RENT ON TWO PROPERTIES?

In some circumstances, you may find that there is an overlap in moving from one property to another. You are required to pay rent until your notice expires on the property you are leaving. If you are in receipt of Housing Benefit you may, in certain circumstances, be eligible to receive Housing Benefit on your old home as well as your new home if you have to move before the end of your notice period. Please contact the Housing Benefits section if you think that this applies to you. If you are awarded Housing Benefit in such circumstances, it is likely to be available for only a limited period.

CAN I DO ANYTHING TO HELP THE S&RH TO RELET MY PROPERTY QUICKLY?

Yes. At the end of your tenancy you must leave your property and garden empty and in a clean and reasonable condition and clear of all goods, possessions and rubbish. If you do not do this, you may be liable for any charges incurred by S&RH for cleaning the vacated property, and for storing or removing any of your goods and possessions left in the property. You may also be charged for any damage to the property that is not due to fair, wear and tear.

Any improvements you have carried out during your tenancy must be to an acceptable standard and you should have our permission for these works. If the alterations do not meet the S&RH standard you will have to reinstate the property to a condition acceptable to S&RH before you leave.

To help the S&RH to relet your property more quickly, you will be asked to agree a mutually convenient date and time during the four weeks notice period at which an Officer from S&RH can carry out a pre-void inspection of your property.

WHAT HAPPENS IF I MOVE BY MUTUAL EXCHANGE?

Different rules apply to the termination of your tenancy if you are moving by way of mutual exchange. Please ask to see the leaflet on Mutual Exchanges.