



High Peak Borough Council

working for our community

Ending your Tenancy

Buxton Town Hall
Market Place
Buxton
SK17 6EL

Municipal Buildings
Glossop
Derbyshire
SK13 8AF

Gamesley
Neighbourhood Office
34 Winster Mews
Gamesley
Glossop
SK13 0LU

www.highpeak.gov.uk

General Enquiries:	0345 129 8075 or 01298 28430
Carelink:	0345 129 4877
SMS Text Messaging	07800 002 264
Text Messaging:	07800 002 264

Can't read this?

If you need this information in another format, call the
Team on 0345 129 8075 or 01298 28430

If you are thinking of moving and ending your tenancy with High Peak Borough Council, there are important things that need to be done. This leaflet tells you what you must do and where you can get help.

- You must give the Council at least **4 weeks' notice** in writing if you plan to leave your home and end your tenancy. This is a condition of the tenancy and gives us time to make arrangements for a new tenant without too much delay.
- You can give notice by:
 - completing the attached termination form,
 - or;
 - writing a letter giving your current address, the address you are moving to and the date when you want your tenancy to end. You must sign it.
- When we receive your notice we will send you a letter confirming this and giving details of any rent which is due. We will also contact you to arrange an inspection of your property before you move. This is so we can see if any repair work is needed before the property is empty.
- **Tenancies must end on a Monday** - you must pay rent up to that day.
- We appreciate your keys in as early as possible on the Monday your tenancy ends. **If the keys are received after 12 noon, we will charge you an additional weeks rent.**
- You must hand in all the keys to the property on the Monday when your tenancy ends to either:
 - * Municipal Buildings, Glossop
 - * Town Hall, Buxton
 - * Gamesley Neighbourhood Office, 34 Winster Mews, Gamesley
 - * Caroline Court, Hope

- **Before you leave** the property you must make sure that:
 - the property has been left clean and tidy;
 - all furniture, carpets and your belongings have been removed;
 - you have cleared any rubbish and unwanted items from the house and garden. You can arrange for large items to be removed for a small charge – phone 0345 129 8077 and ask for Bulky Refuse Removal.
 - any necessary repairs which are your responsibility (as defined in your tenancy agreement) have been carried out.
- **You will be charged for the cost of putting right any repair which is your responsibility, and the removal of any rubbish or unwanted items left at the property.**
- **Before you leave the property, remember to turn the water off at the stop tap, and the gas and electricity off at the meter.**

Other things to remember

- You should contact your **Gas and Electricity Suppliers** to arrange to have your meters read before you hand your keys in. They usually need at least 48 hours' notice. Look in the phone book or on your bill for their local number. **It is also important that you tell us who your current suppliers are** so that the new tenant knows who to contact when they move in - fill in these details in on the Termination form.
- If you have a **telephone**, the company that provides your telephone line should be told that you are moving so that they can disconnect it.
- The Royal Mail will **re-direct your mail** to your new address for a small charge - call 08457-740740 for advice or call into any Post Office for an application form.
- If you receive Housing Benefit or Council Tax Benefit you will need to make a new claim for your new property. Contact the Benefits Section on 0345 129 8075
- If you receive Universal Credit, you will need to inform the Department of Work and Pensions on 0800 328 5644 of your move to enable them to update their records.

Checklist of things to do:

What?	When?	
Hand in Notice	4 weeks before leaving	
Inform Gas & Electricity Suppliers	48 hours before leaving	
Inform Telephone Company	7 days before leaving	
Inform Water Company	Once date of move known	
Inform Benefits Agency	Once date of move known	
Inform Bank/Building Society	Once date of move known	
Inform Insurance Company	Once date of move known	
Inform TV Licensing	Once date of move known	
Inform DVLA	Once date of move known	
Re-direct Mail	7 days before leaving	
Turn off water, electricity & gas	Before leaving the property	
Dispose of any unwanted items	Before handing keys in	
Hand in Keys	12 noon on day tenancy ends	

If you have any problems or questions about terminating your tenancy, phone us on 0345 129 8075 or 01298 28430 and ask for the Home-Options Team.

Name: _____

Address: _____

I wish to terminate my tenancy of the above address.

I am giving at least 4 weeks' notice and will be leaving the property and handing all sets of keys in by 12noon on:

Monday: _____

At (Office): _____

The current energy suppliers to the property are:

Gas: _____ Electricity: _____

I understand that I will be charged for the cost of putting right any repairs that are my responsibility and the removal of any rubbish or unwanted items left at the property.

Signature: _____ Date: _____

Forwarding Address: _____

Contact Telephone Number: _____

I also wish to terminate the tenancy of my garage on the same date.

Garage Number: _____

Garage Address: _____



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8am - 6pm Monday to Friday

www.highpeak.gov.uk

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Carelink:	0345 129 4877
SMS Text Messaging:	07800 002 264
Fax:	01663 741510

You can return your keys to the following places:

Municipal Buildings, Glossop. SK13 8AF

**Gamesley Neighbourhood Office, 34 Winster Mews,
Gamesley. SK13 0LU**

Town Hall, Market Place, Buxton. SK17 6EN

Caroline Court, Hope, Hope Valley. S33 6RX

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Ending your tenancy

Thank you for notifying High Peak Borough Council that you will be leaving your existing home. We appreciate that moving home is a very busy and sometimes stressful time. However, we do need you to leave the property in a reasonable condition for the next person who will be moving in.

In particular can you please?

- ◆ Remove all your belongings from your home, garden and shed or outbuilding if you have these
- ◆ Leave the property clean and tidy
- ◆ Leave the garden tidy and clear from rubbish
- ◆ Arrange for the removal of any bulky items – you can contact High Peak Borough Council on 0345 1297777 to arrange this
- ◆ Complete any repairs you are responsible for
- ◆ Put back any of our fittings and fixtures that you may have removed and repair any damage
- ◆ If you have made any alterations to your home, with our permission, you may be entitled to compensation under the Right to Improve. Any entitlement will depend on the age and condition of the improvements made
- ◆ If you have removed any of the fixtures or fittings that we supplied, you may be required to re-instate these, leaving them in good working order e.g. gas fires
- ◆ Tell your energy supplier you are moving and read the meters on the day you leave
- ◆ Give us a forwarding address, in case we have to contact you
- ◆ Ensure you return all of the keys to the property, including any communal area keys or fobs

I, _____ of _____

agree to the above requests.

PTO

Please note that if you do leave rubbish in your home and leave the property damaged, we will charge you. Failure to reimburse High Peak Borough Council may result in legal action being taken and could prevent you from being re-housed by us in future.

There is very high demand for our properties from people desperate for a home of their own. Because of this, we do our very best to get properties ready for letting as quickly as possible. You can help us to move more quickly if you would allow us to do minor repairs and show people around your home (accompanied by one of our officers). Please indicate whether you would be prepared to assist us in this way, by completing the section below:

I am willing/unwilling* to allow repairs to be completed at my home in the next few weeks

I am willing/unwilling* to allow accompanied viewings at my home in the next few weeks

Signed _____

Date _____

Forwarding address _____

