Returning the keys

Please note: we will not end your tenancy until we have possession of all the keys to your property.

You should hand the keys in to the office no later than 5 pm on the date your tenancy ends. You can arrange to have keys collected at the property if an office visit is not possible.

If your end of tenancy date falls on a Saturday or Sunday or when the office is closed for a public holiday, you can return the keys before this date or by posting them through the office letter box before 9am the next working day.

If you return the keys to us later than the planned end of tenancy date, we will have to continue your tenancy and charge you rent until the keys are returned.

If you do not return the keys to us within one week of the tenancy end date and have not contacted us to seek a revised tenancy end date, we may change the locks and take possession of the property.

Manor Estates Housing Association
Suite 4, 5 New Mart Place, Edinburgh, EH14 1RW
Tel: 0131 510 8540

Do you need information provided in a different language or format?

HAPPY TO TRANSLATE

We can arrange to have information translated into most languages - please contact the office for further information.
We can also provide information in alternative formats (for example, large font or on CD) - again please contact the office for further details.

MANOR ESTATES
Housing Association



Ending Your Tenancy

This leaflet explains what you need to do to end your tenancy.

You can end your tenancy with the Association if:

- **You are a sole tenant with no spouse or co-habitee;**
- **You are a joint tenant AND the other joint tenant wishes to also end the tenancy;**
- **You have legal Power of Attorney to act on behalf of a tenant.**

If you are a joint tenant AND the other joint tenant is willing to become the sole tenant, we can change the tenancy to a sole tenancy as long as we have written consent from both tenants.

Written Notice

- **We require written notice from all tenants.**
- **The minimum notice period is 28 days from the date we receive written notice If you give us verbal notice, we will send you an end of tenancy form which you must sign and return to us.**
- **We will write to all joint tenants:**
  - **to confirm the date your tenancy is expected to end.**
  - **to confirm the amount of rent that will be due to the end of your tenancy.**

Home visit

Your Housing Officer will visit you within the 28 days' notice period to:

- **Check the condition and décor of the property;**
- **Advise you of any repairs and unauthorised improvements that you are required to put right before you move out; and**
- **Obtain a forwarding address from you.**

The lettable standard

We expect you to return the property to us in a clean and debris free condition. This is a condition of your tenancy agreement.

You should not leave anything that belongs to you in the property. We will charge you for any costs incurred by having to remove personal items from the property. We will dispose of all personal items left in the property.

You should also remove any fixtures and fittings you have installed without our permission. If you have made any alterations to the property with our consent, you may be entitled to compensation at the end of your tenancy. If you think you may be entitled to compensation, please contact our Property Services Department.

Checklist

If you have a prepay electricity or gas meter please arrange to leave the existing keys or cards at the property when you move.

You must advise the following that you are moving:

·City of Edinburgh Council's Council Tax department
·City of Edinburgh Council's Revenues and Benefits department if you receive Housing Benefit
·The electricity and/or gas supplier in your home (you should also take meter readings)
·The Post Office
·Phone company