

Terminating Your Tenancy with Clydesdale Housing Association

- In terms of your Scottish Secure Tenancy Agreement you are required to give Clydesdale Housing Association a minimum 28 days notice of your intention to terminate your tenancy in writing. (Completion & return of the attached Termination of Tenancy Form will be accepted as written confirmation.)
- Therefore, subject to you returning the keys for the property to this office on or before the confirmed termination date, the tenancy will terminate and your liability for rent and other charges will cease on that date.
- You are responsible for ensuring all keys for the dwelling are returned by that date at the latest, and I would point out that **until such a time the Association is granted vacant possession you will continue to be liable for all rent and other charges accruing.**
- You have an obligation to leave the property in a clean and tidy condition and good state of repair (fair wear and tear excepted) and in good decorative order.
- You must remove all of your personal belongings.
- On receipt of the keys, our Maintenance Officer will inspect the property to identify any repairs that may be necessary including any for which you are responsible and are therefore rechargeable to you. If you would like to be present at this inspection or have it carried out on the day you leave the property this can be arranged by directly contacting the Maintenance Officer on **01555 678948**.
- Enclosed is an Official Termination of Tenancy Form and a pre-termination exit survey form and I would appreciate your co-operation in completing and returning this as quickly as possible.
- Under the Matrimonial Homes (Family Protection) (Scotland) Act 1981, a tenant or owner cannot deal in a property i.e. terminate or sell without a non entitled spouse's consent. A non entitled spouse is a spouse who is currently in occupation, or had previously occupied a dwelling as a marital home but is not and was not a tenant, joint tenant, owner or joint owner. **It is essential therefore that both sections of the enclosed form are completed otherwise the termination notice will be invalid.**
- An End of Tenancy Checklist is also attached for your use. An end of tenancy visit will be arranged with a Housing Officer who will collect the exit survey when they visit.



To:
The Housing Manager,
Clydesdale Housing Association,
15 Hope Street
Lanark, ML11 7LZ

Dear sir,

1 Termination of Tenancy Form (To be completed by tenants and joint tenants only)

Tenancy Address:.....

In accordance with the Lease Agreement, I/we hereby give formal notice of Termination of Tenancy of the above address and undertake to return keys to Clydesdale Housing Association's offices by (insert date).

Signed (tenant)..... Date.....

Signed (joint tenant)..... Date.....

Forwarding Address.....
.....
.....

Please indicate if tenant/owner/ lodger/ sub-tenant/postal address.

2 Matrimonial Homes (Family Protection) (Scotland) Act 1981 Declaration
Complete only section 1 or 2 as appropriate

1 To be completed by tenants and joint tenants only

I/we declare that during the term my/our the tenancy the dwelling has never been occupied as a matrimonial home by a non entitled spouse.

Signed (tenant)..... Date

Signed (joint tenant)..... Date

2 To be completed by non entitled spouse only

I hereby declare that as the non entitled spouse of
(insert name).....

I have occupied the above dwelling as a matrimonial home and wish to signify that the tenant is terminating the tenancy in my full knowledge and prior consent.

Signed (non entitled spouse).....Date.....

PRE – TERMINATION EXIT SURVEY

Address:

Date:

MAIN REASON FOR MOVING HOUSE			
Please answer all the following questions by ticking either Yes or No			
		Yes	No
A	Move due to overcrowding		
B	Move to a smaller house		
C	Move to a bigger house		
D	Move to another area		
E	Move to be closer to work		
F	Move for Medical Reasons		
G	Move to buy own home		
H	Move due to harassment		
I	Move due to neighbour dispute		
J	Move to another Housing Association		
K	Move to another Registered Landlord Property		
L	Move to a local council property		
M	Move due to financial difficulties;-		
	M1 Due to Rent		
	M2 Due to Council Tax		
	M3 Due to travelling expenses		
N	Other Reason: Please give details		

LOCAL AREA – ESTATE MANAGEMENT			
Please answer all the following questions by ticking either Yes or No			
		Yes	No
O	Do the tenants generally keep gardens to a good standard		
P	Is the estate/ local area maintained to a good standard		
Q	Are the gardens generally well maintained		
R	Are the complaints dealt with effectively		
S	Is area routinely inspected by housing officers		
T	Is the Estate generally free from rubbish or litter		
U	Are you treated courteously by staff and contractors		
V	Are pets controlled by owners to your satisfaction		
W	Other general comment on estate: please give details		

Signed: