



Clydesdale
HOUSING ASSOCIATION

Ending Your Tenancy



Ending your tenancy

Before you end your secure tenancy, be sure you are moving to accommodation that meets your needs. If you are leaving because of rent arrears, anti-social behaviour, harassment or fleeing domestic abuse please let us know. There are options available that may help you remain in your home.

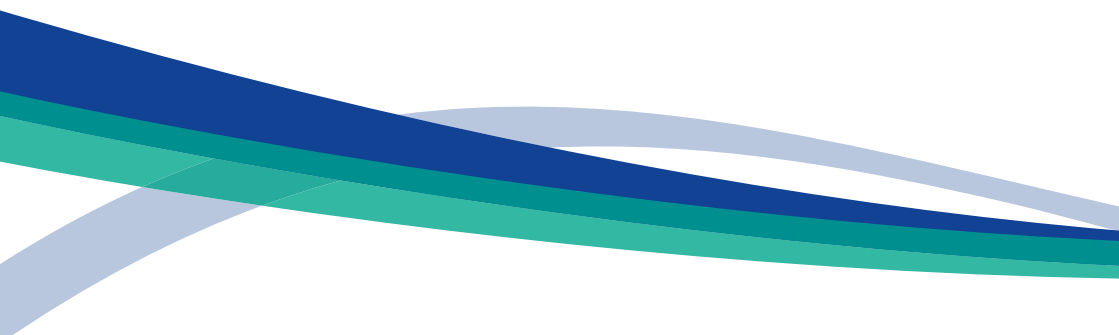
How do I end my tenancy?

You must give 28 days' notice in writing as stated in your tenancy agreement. You can write us a letter email us at mail@clydesdale-housing.org.uk or visit our office to complete a termination form. The 28 days will begin from the date we receive written notice.

If you need to extend your notice contact our Housing Services who will consider your request.

You can hand in your keys before your 28 days' notice expires, but you may still be charged.

If you are transferring to another Clydesdale Housing Association property, have a Short Scottish Secure Tenancy or an Occupancy Agreement these requirements may differ. Please contact our Housing Services Team for advice.



What if I have a Joint Tenancy?

All tenants must sign the letter / termination form. Then follow the same process as above.

If you wish to end your part of the Joint Tenancy, and the other Joint Tenant does not, please state this in your letter. Then follow the same process as above.

If your joint tenancy is for a Specially Adapted property, the property must meet the remaining tenant's needs. If it does not, we will seek to suitably rehouse you elsewhere.

Will you visit my property before I leave?

When we receive your notice we will arrange a 'Pre-termination visit' with you. One of our Housing Services Team will come to check the condition of the property and garden. We will identify any repairs you are responsible for. These must be completed before you leave or we may recharge you.


What else should I know?

Your keys should be returned to our office at 99 High Street, Lanark on the day your tenancy ends. You are still responsible for the property and rent until we receive the keys.

The returned keys should include at least two full sets each with door entry fobs.

You will be recharged for any work we carry out to clear, clean, change locks or rectify damage.

Our Housing Services Team are here to help guide you through the process. If you are struggling with any aspect of your move we'll try to help you or find someone who can.



want to find out more?

Further information about the Association is available in various ways.



You can speak to a member of staff by telephoning 01555 665316



Alternatively, email: mail@clydesdale-housing.org.uk



You may prefer to visit our website: www.clydesdale-housing.org.uk



or come to see us in person at our area offices at 99 High Street, Lanark ML11 7LN



Find us on Facebook: www.facebook.com/ClydesdaleHousingAssociation/

Clydesdale Housing Association Limited is a not-for-profit housing association registered under the Co-operative and Community Benefits Societies Act 2014. It is also recognised by HM Revenue and Customs as a Scottish charity and is registered with The Scottish Housing Regulator under the Housing (Scotland) Act 2001 as a registered social landlord. Registered no.: 2237R(S) Scottish charity: SCO34228 Social landlord no.: HAL 93

If you have difficulty in reading or understanding English and require help in translating or interpreting any information that Clydesdale Housing Association provides, or if you have other special requirements and need further help, please ask at reception or contact us on 01555 665316.



HAPPY TO TRANSLATE