



## Section 8 - Ending Your Tenancy

This section details what you must do should you wish to end your tenancy.

### Notice of Termination

You have the legal right to live in your home as long as you wish, provided that you do not breach the terms of your tenancy agreement.

The Association can only end your tenancy by obtaining a court order.

Should you wish to end your tenancy, you can do so at any time by giving 28 days notice in writing.

If you fail to give 28 days notice, the Association reserves the right to charge rent for the full 28 day period.

Keys must be returned on or before the last day of your tenancy. If you return keys after the 28 day period, you may be charged rent up to the time the keys are received.

The property should be left in good repair and decorative order. You may be charged for any repairs resulting from misuse or neglect whilst you were a resident.

Any goods or belongings left in the property following surrender of keys will be disposed of and you will be recharged for the costs incurred.

### Informing Other Agencies

Do not forget to inform the following of your moving date and new address:

- Council Tax and Housing Benefit
- Water, Electrical and Gas Companies
- Telephone Company
- Post Office for re-direction of mail

It is important that you arrange gas and electric meter readings before leaving.

### Ending Tenancy on Death

If you are the only person living in your home and you die, it is the responsibility of your next-of-kin or executor to inform the Association.

Rent will only be charged up until the property is cleared and the keys are returned. Any rent owed at the end of tenancy will be referred to the estate of the deceased for payment.



## **Passing on a Tenancy:**

### **Succession**

Your tenancy can be passed to certain members of your family if you die. A joint tenancy automatically passes to the surviving resident on death, but the Association must be notified in order to update its records.

If you do not live with a partner, the tenancy may pass to any close member of your family who has lived with you for at least twelve months before your death. If there is more than one relative, the Association will decide who will have the tenancy if they cannot decide between themselves. Relatives other than partners who succeed to a tenancy may be asked to move to another property which is more suitable to their circumstances.

A tenancy can only be passed on this way once. There will be no further right to another succession. However, whilst there is no right to succession, we will look sympathetically at applications from anyone who has lived with the resident for the twelve months immediately before their death.

## **Joint to Single Tenancy**

If a joint tenancy exists and one party wishes to terminate their share of the tenancy, both parties must write to the Association to arrange to assign the tenancy properly.

Special circumstances apply in some divorce cases and the Association will be happy to discuss any such difficulties.

Unless you have followed the correct procedure, the tenancy and rent payments remain a joint responsibility.

## **Single to Joint Tenancy**

If you want to add a partner or other family member to your tenancy, they will need to sign the tenancy agreement.

Full details of how this can be done are available from your Housing Officer.