

# Ending Your Tenancy: Leaving your home in good condition

If you decide you want to leave your home, you must make sure you leave it clear and in good condition.

This leaflet will explain what you need to do before you move.



# Leaving your **home**

**We hope you have enjoyed living in your home.** Before you move on we need to remind you about a few things you need to do to make sure your home is left clear and in a good condition.

## Moving to another Platform home?

If you have applied for another of our homes, your Platform Officer will make an appointment to come and visit your home to check all is well for you to move. Please keep to the agreed appointment time so we can make the move as quick and easy as possible.

Here's what your Platform Officer will do:

- Check your home and garden/grounds meet our agreed standard.
- Advise you of their findings. If your home fails to meet the standard, they will explain why.

Failure to meet the required standard will result in your new housing application being unsuccessful.

## Making the move easier – **your checklist**



Before you end your tenancy here are a few things for you to check. To help make moving out easier, we've included a handy checklist below to ensure your home is left clean and ready for the next customer.

**Please remember:** if your home does not meet the standards outlined, we will ask you to pay the costs of carrying out any necessary work.



## Inside your home

### Please remember:

### Have you checked this?

Furniture, appliances and goods must be removed.

☐

All fitted cupboards and kitchen units must be clean and empty.

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To clear the loft of all your belongings.

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Any electrical fittings you have put in must be removed by a qualified electrician and either made safe or the original fittings replaced.  
Eg: chandeliers, brass/chrome light switches. Please leave all light bulbs in place.

☐

Any damage to doors, windows, walls, banisters, kitchen units etc. which is not 'fair wear and tear' must be repaired.

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Walls and ceilings should be of a neutral colour finish, with all cracks filled in.

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Your home should be clean throughout.

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Any repairs that are your responsibility need to be done.

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Curtains, blinds, carpets and other floor coverings you have fitted must be removed, unless you have discussed this with your Platform Officer and have completed a Gifting Form.

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Leave operating instructions for equipment (boiler, gas fire etc.) all in one place.

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To pay all utility bills up to the date your tenancy ends.

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To leave the smart meter remote unit in the home, if applicable.

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All door and window keys are to be left as instructed by your Platform Officer when you leave.

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## Outside your home

### Please remember:

### Have you checked this?

All grass and hedges and shrubs must be cut/pruned back.

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Gardens must be cleared of rubbish and personal items.

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Fences and gates must be in sound condition and any damage repaired.

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To make sure you have cleaned up after your pets.

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To have any external electrics you have fitted removed and made safe by a qualified electrician.

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To empty the wheelie bin, and leave it in place for the new tenant.

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To remove compost heaps, compost containers etc.

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All sheds and outbuildings owned by Platform must be totally emptied and cleaned out.

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All sheds, greenhouses and other outbuildings that you own must be fully emptied and removed unless you have completed a gifting form with your Platform Officer - they must still be emptied fully.

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To empty and fill in any garden ponds, that you have installed, and return the area to its pre-pond condition.

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## Alterations you have made

Please remember:	Have you checked this?
If you had our written permission to make an alteration (through our Permission Application process) and your Platform Officer feels its condition, suitability and health and safety give <b>NO CAUSE FOR CONCERN</b> , you can leave it in place.	<input type="radio"/>
If you have made any alterations <b>WITHOUT</b> our written permission you will need to return them to their original condition. In some cases your Platform Officer may be able to give you written permission for the alteration to stay in place.	<input type="radio"/>

## Bulky items

Please remember:	Have you checked this?
If you have any unwanted bulky items, please make sure they are moved. Visit your local council website to find out more or give them a call for more information.	<input type="radio"/>
For items of furniture and household appliances in good condition, please call the <b>British Heart Foundation</b> on <b>0808 250 0240</b> or visit their website at <b><a href="http://www.bhf.org.uk">www.bhf.org.uk</a></b> to arrange a free collection.	<input type="radio"/>

There will be a 15% administration charge added to any recharge costs.

**PLEASE REMEMBER**, if you do not meet the standards set out in this Leaving your Home leaflet we will ask you to pay the costs that we incur to put right any outstanding work.

Please take the time to read the summary of possible recharge costs that you could be facing, which are outlined in the section below.



# Recharge Costs

## Decorations

1 bed flat or bungalow	£989.33
2 bed flat or bungalow	£1,180.62
2 bed house	£1,520.10
3 bed house	£1,711.40
Note: Cost for stripping paper from ceilings/walls to be added.	£313.53 per room

## Carpentry

Internal plywood flush door Inc. decoration	£237.59
Internal embossed panelled door Inc. decoration	£244.08
Kitchen work top	£47.22 per linear meter (LM)
Kitchen double base unit (1000)	£223.61
Kitchen double base unit (600)	£157.86
Kitchen single wall unit	£102.68
Kitchen double wall unit	£151.64
Kitchen base unit door	£101.04
Kitchen wall unit door	£100.83
Kitchen base unit draw	£95.93

## Lock Change

Renew mortice lock (Timber doors)	£56.76
Renew cylinder night latch (Timber doors)	£35.33
Renew multipoint lock (pvcu doors)	£252.51
Renew euro lock	£34.13

## Clearances/Rubbish (Internal/External)

Clearance of floor coverings, furniture, rubbish, non-approved fittings etc.	£97.83 plus £181.13 (mini skip) or £271.70 (large skip) if required
Clearance of rubbish, stored items, non-approved fittings etc.	£104.28 plus £181.13 (mini skip) or £271.70 (large skip) if required
Clearance of exceptional dirty property	£305.36 plus £181.13 (mini skip) or £271.70 (large skip) if required
Garage clearance	£76.11
Shed clearance	£52.77