



PORT OF LEITH
HOUSING ASSOCIATION

Ending Your Tenancy

Ending Your Tenancy

If you wish to give up your tenancy with us you must give 28 days notice in writing of your intention to terminate your tenancy, as set out in your tenancy agreement. You can fill in the termination form attached to this leaflet or you can write to the Association yourself. If you are writing to us, you should include the following information in your letter:

- Your full name
- Your full address
- The date the termination begins (i.e. the date you send the letter giving notice to us)
- The date you will be moving out (i.e. 28 days from the date of your letter)
- Your gas and electricity supplier
- Your forwarding address

Conditions Upon Termination

When we receive your termination notice, a member of the Property Department will call out to inspect your home and advise you of any repairs or decoration that are your responsibility to do under the tenancy agreement and that you must complete prior to moving out. If the specified repairs have not been completed after you have moved out, the Association will bill you for the cost of any maintenance or redecoration work.

Before you return your keys you should also ensure that:

- Your rent account is clear.
- You have taken final meter readings and advised the Association of these.
- You have reinstated any alterations you have made, unless otherwise agreed with your Property and/or Housing Officer.
- You have removed all of your own furnishings (including floor coverings).
- The property has been thoroughly cleaned, tidied and left in good decorative order throughout.

Two full sets of keys must be returned to the Association on or before the last day of your tenancy. If you hand your keys in after the last day then you will be continue to be liable for rent.

Please note, it is expected that you will leave your property in the condition that you would wish to find it.

TERMINATION OF TENANCY

Please complete this FORM and return to:

Port of Leith Housing Association
108 Constitution Street
Edinburgh EH6 6AZ

I hereby give 28 days notice, as required in my Tenancy Agreement, that I intend to terminate my tenancy as detailed below:

Signed Tenant:.....

Joint Tenant:.....

(if applicable)

Today's Date:.....

Tenant:.....

Address:.....

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Gas Supplier:.....

Electricity Supplier:.....

Effective Date of
Termination of Tenancy:.....

Forwarding Address:.....

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PORT OF LEITH
HOUSING ASSOCIATION

108 Constitution Street, Leith, Edinburgh EH6 6AZ

Telephone

Repairs 0808 100 0403

Housing and other Enquiries 0131 554 0403

Facsimile 0131 555 1504

Email: info@polha.co.uk

Scottish Charity Number SC027945