

How to end your tenancy

If you wish to end your tenancy with us you must give 28 days' notice in writing with your intention to terminate your tenancy, as set out in your tenancy agreement.

You can do this by completing the 'Termination of Tenancy' form attached to this leaflet.

What happens next?

When we receive your termination notice, we will write to you with more information about what to do next.

We will also arrange a visit to inspect your home. We will advise you of any repairs or decoration that you are responsible for before moving out.

If the specified repairs have not been completed by the time you have moved out, we will recharge you for these repairs and/or redecoration.

All keys to the property must be returned to us by **12pm** on or before your move out date. Rent will continue to be charged until all keys are returned.

Before returning your keys please ensure that:



Your rent account is clear



You have taken final meter readings and advised us of these



You have reinstated any alterations you have made, unless otherwise agreed



You have removed all of your own furnishings (including floor coverings)



The property has been thoroughly cleaned, tidied and left in good condition throughout

Please complete the attached 'Termination of Tenancy' form and return to:

Port of Leith Housing Association

108 Constitution Street

Edinburgh, EH6 6AZ

Termination of Tenancy

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

Signed Tenant:

Date:

Joint Tenant:

Date:

Name:

Address:

.....

.....

Mobile number:

Move out date:

Gas Supplier:

Electricity Supplier:

PLEASE TURN OVER



Forwarding Address:.....
.....
.....

Reason for leaving:

- Moving into care / support
- Going to live with family
- Moving to mid market rental
- Moving to private rental
- Moving to other social housing
- Bought a property
- Other (please specify)

Thank you. Please return your completed form to:

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

If you would like this document in another format please contact us.



Phone: **0131 554 0403**
Repairs: **0808 100 0403**
Email: **info@polha.co.uk**

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



PORT OF LEITH
HOUSING ASSOCIATION

Ending your tenancy

Scottish charity no.: SC027945
Property factor registration: PF000283
FCA registration: FRN772734

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