

# When you Leave your Property

(Tenants Guide)

You must:

- Leave it clean and tidy
- Leave it in reasonable decorative order
- Repair any damage you have caused (such as holes in doors) and replace anything missing
- Remove carpets (unless they are in very good condition and this has been previously agreed in writing by the Housing Officer)
- Remove all rubbish and belongings
- Leave your garden in tidy condition, clear from any rubbish or furniture and cut the grass
- Clear attics and sheds
- Remove and/or make good any unauthorised 'improvements' you have undertaken

## Key Return and Clean Home Incentive Payment

MGHA will send a cheque for £50 to tenants who move out of a property if they do all of the following:

- Leave it in a clean and clear state; all furniture, carpets, fixtures and fittings, floor coverings, tenants' fixtures and fittings, rubbish etc must be removed and any damage made good. Floor coverings that are in good condition may be left behind if previously agreed in writing by the Housing Officer
- Return two sets of all keys to the external doors and one set of keys to windows and sheds
- Return the property in good condition

For more information please speak to your Housing Officer.

## Letting People know you have Moved

It is your responsibility to let utility companies (gas, electric, phone, water), other agencies and people such as the Council Tax office and banks know that you have moved.

If you claim Housing Benefit then it is essential that you let the local council know you have moved, as your Housing Benefit will stop.

You should also get your mail re-directed at the Post Office. We cannot accept responsibility for any post that goes missing.

## If you owe us Money

All tenants are asked for their forwarding address when they move. If you do not give us this, and you owe us money, we will still chase you for the debt. If necessary, we will use tracing agencies and apply to the court to recover any money owed.