

Moving Out

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TERMINATING YOUR TENANCY

Under the terms of your tenancy, you are required to provide Ark Housing Association with 4 weeks' notice in writing. Notice to terminate your tenancy may also be submitted by email to your Housing & Customer Services Officer.

Once received, we will acknowledge your correspondence and confirm that your tenancy will end four weeks from the first Monday following receipt of that written notice. All tenancies will end on a Monday at midday.

A forwarding address will be required, and the property must be left in an acceptable condition with all items of furniture and personal possessions removed from the property. The Association will not accept any responsibility or liability for anything left in the property once you have moved out.

Any outstanding rent must be paid in full before the termination date. Unpaid rent will be subject to collection procedures and legal action, if required.

When we receive notice of your intention to terminate your tenancy, our staff will carry out an inspection of the property before you leave. They will inform you of any repairs or works required that are your responsibility under the terms of tenancy. If these are not completed before you leave and passed by our staff as acceptable and up to standard, Ark Housing will have no option but to charge you for any repairs or works required to bring it up to a lettable standard.

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The property must be left in a clean, tidy and safe condition with all keys returned before midday on the last day of your tenancy. If applicable, you must also hand over your gas card and electricity top up card for Pay As You Go Meters.

You will also be charged for any damaged items that are classed as a tenant's responsibility that are not repaired before the end of your tenancy. Your tenancy will not be terminated until the keys are returned and the weekly charge will continue to be applied until the tenancy has been terminated.

The Association must be given vacant possession of the property and no one should remain living in the property after the tenancy has been terminated. We will take whatever action deemed necessary to ensure we retrieve the property, including legal action if required.

When leaving the property, you should ensure that you also notify the following agencies:

- ★ Your electricity provider;
- ★ Your gas supplier;
- ★ Northern Ireland Housing Executive (if you are in receipt of Housing Benefit);
- ★ Social Security Agency (if you are in receipt of Welfare Benefits);
- ★ Telephone company (if applicable);
- ★ Post Office (to have mail redirected);
- ★ Northern Ireland Water Service.