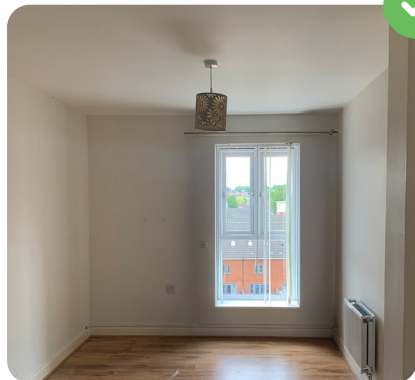


# ENDING A TENANCY

## Checklist



### Things to do before end of tenancy

Give us at least four weeks' written notice that you wish to end your tenancy. The quickest and easiest way to do this is through the form available in the Online Account portal:

[www.southernhousing.org.uk/online](http://www.southernhousing.org.uk/online)

Alternatively, we can send you a form after you've called us to give your notice. You'll need to complete, sign and return this to us.

Agree tenancy end date with Southern Housing

Arrange pre moving out inspection

Arrange how keys will be returned

Contact Southern Housing Customer Accounts Team to find out what rent will be owed and arrange payment of all debts

Report any repairs to Southern Housing before end of tenancy

Arrange redirection of post

Remove any carpets, laminate flooring, curtains, poles, shelving and fitted furniture you installed

Make good any nail, screw or wall plug holes

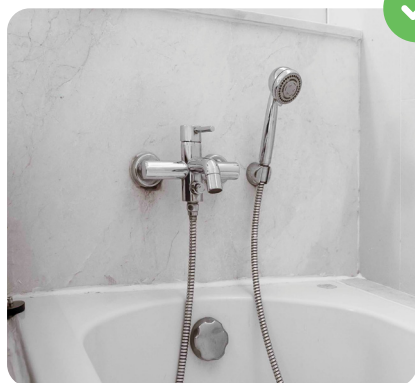
Contact utility companies, providing date of end of tenancy and forwarding address

Contact the Department of Work and Pensions, the housing benefit department and the council tax office

Locate property inventory, if one was provided at the start of your tenancy



Clearing this resident's property cost **over £2,000**



### CLEAR YOUR HOME BEFORE YOU LEAVE TO AVOID BEING RECHARGED

Please leave your home clean, clear, and in good condition when your tenancy ends. That means removing all belongings, rubbish, and any furniture or fittings you've installed. If you need support or have any questions about clearing your home, we're here to help.



**We'll recharge the cost of any clearance, cleaning, or repairs (beyond normal wear and tear) to the person moving out. If needed, we may recover these costs through a debt collection agency.**

# ENDING A TENANCY

## Checklist



### Things to do before end of tenancy

Check all keys, fobs and parking permits are accounted for before end of tenancy, if any are missing, inform Southern Housing

Locate any user manuals relating to the property

Make sure property has been cleaned

Use flea spray if you have pets

Remove and dispose of all rubbish

Leave bins empty of rubbish

Ensure loft/ basement is cleared

Ensure garden is cleared and tidy and the grass is cut (if applicable)

Shed cleared and tidy (if applicable)

Ensure nothing is left in communal areas

No vehicles left in parking areas

Keys/fobs/parking permits left at property in agreed place by midday - take photos for evidence

Clear all debts on prepaid gas and electric meters

Leave any prepaid utility meter keys in the kitchen draw with other keys/fobs

Take your final gas and electric meter readings

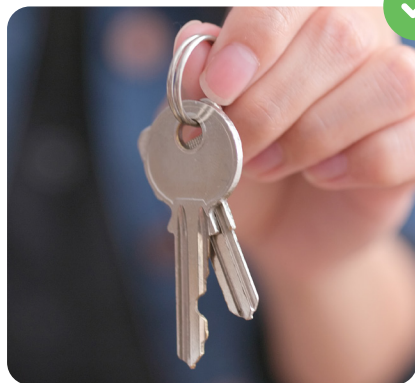
Take photos of the property as evidence of the condition you're leaving it in

Provide Southern Housing with your new address and contact details

Check pipework for any leaks after disconnecting washing machine/ dishwasher

Check inventory (if applicable)

Secure all windows and doors leaving window keys in place



### Further support

If you need any support, please contact us on **0300 303 1066** or **hello@southernhousing.org.uk**