

# Ending Your Tenancy

## Giving notice

If you wish to end your tenancy with PCHA you will need to give us a minimum of four weeks' notice. This will need to be in writing. Please contact your Tenancy Services Officer who will discuss arrangements with you. Call the team on our central number— 020 8659 3055. You will also be asked to sign a Tenancy Relinquishment Form.

## Rent

You need to ensure that your rent account is up to date before you move out of your home. Your Tenancy Services Officer will tell you whether any additional payments are required to do this. You will also be advised if there are any outstanding recharges that you need to settle before you move out.



## End of tenancy inspection

Once you have given us notice to end your tenancy, we will arrange to inspect your home and tell you if there is any work you need to do before you move out. This may include redecoration. You must leave your home in a clean and lettable condition. We will recharge you for the cost of any necessary repairs, cleaning or redecoration if it is not.

When you vacate your home, please ensure that no items are left behind. This includes in any garden or communal areas. If there is anything left behind, you will be charged for the cost of removal.

## Utilities

You should inform your utility companies and services (e.g. gas, electricity, water, council tax, TV licence, contents insurance) that you are moving. You should also take meter readings on the day you vacate.

## Keys

You must return all keys and fobs to PCHA, including any additional sets that you have acquired since you started your tenancy. Rent will remain payable until you return the keys.



## Forwarding address

Please remember to have your mail redirected and to ensure that we also have a forwarding address for you.