

Notes for Guidance on Completion - of Termination of Tenancy Form -

The attached form is required to be completed by all tenants leaving Council stock within East Dunbartonshire. This enables the management of Housing Services to process the house and look for a suitable applicant to be offered the property.

SECTION A

This section of the form should be completed by you, the outgoing tenant, who is responsible for arranging:-

- (a) - That the Gas and Electricity Boards have been advised and meters will be read on the termination date.
- (b) - That all household items are removed prior to the keys being returned. Do not leave any belongings in the house. Clear out all furnishings including all curtains etc. Please note that floor coverings and window blinds may be left if they are in a safe and satisfactory condition. The Maintenance Officer will have advised if these items can remain in the property.
- (c) - That the keys are handed into the Housing Services office no later than 12 noon on the termination date. Should there be any problems, please notify the local Housing Officer.
- (d) - Check that the rent account is clear.

SECTION B

This section of the form should be completed if you have a tenancy of a lock-up garage site.

SECTION C - Fixtures & Fittings

- (a) - *Decoration*

The decoration of all rooms should be of such a standard that the incoming tenant need not decorate. Any marks left behind furniture/paintings etc., must be made good by washing or repainting. Sweep out all flooring in house.

- (b) - *Fixtures & Fittings*

If you remove any wall fittings, cabinets, any hole in plaster or damage to decoration must be repaired before returning your keys.

The property must be left in its original condition. If you have altered the property without permission, you will be required to return it to its former condition.

If you have obtained written consent for an alteration we may compensate you for certain home improvements when you end your tenancy (if improvements were carried out after 1st April 1994). This applies to home improvements which are covered by The Secure Tenants (Compensation for Improvements (Scotland) Regulations 1994). Contact Repairs Management Centre for further details on 0800 052 5574.

Ensure the pass doors, ironmongery and other fixtures and fittings are left in good condition. Remove non-standard fittings such as wall lights or extra sockets which you have installed and make good plasterwork thereafter.

No items of refuse should be left in the garden unless the Cleansing Department has been contacted for a special uplift 0300 123 4515.

(c) *Repairs*

Any outstanding repair work should be discussed with the Maintenance Officer. You will be responsible for any items not put down to fair wear and tear and you could be charged for costs incurred in repairing these items.

FURTHER INFORMATION

Should you require any help in completing the termination form, do not hesitate to contact a member of the Housing Services at:

Kirkintilloch	- 0300 1234526	Milngavie	- 0141 777 3160
Bishopbriggs	- 0141 777 3160	Lennoxtown	- 0141 777 3120

Please consider the new tenant and give them the best possible start in their new home.

Leave it in a condition that you would expect to find in your new home.