

If English is not your first language...

If you would like to discuss this information with someone who speaks your own language, please fill in your details and return to the address below.

Punjabi ਪੰਜਾਬੀ

ਜੇ ਤੁਸੀਂ ਇਸ ਬਾਰੇ ਕਿਸੇ ਪੰਜਾਬੀ ਬੋਲਣ ਵਾਲੇ ਨਾਲ ਗੱਲ ਕਰਨੀ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਇਸ ਫ਼ੌਰੀ ਵਿਚ ਸਹੀ ✓ ਦਾ ਨਿਸ਼ਾਨ ਲਾ ਦਿਓ। ਫ਼ਾਰਮ ਉੱਤੇ ਅਪਣਾ ਨਾਂ, ਪਤਾ ਤੇ ਟੈਲੀਫ਼ੋਨ ਨੰਬਰ ਲਿਖ ਕੇ ਫ਼ਾਰਮ ਸਾਨੂੰ ਵਾਪਸ ਘਲ ਦਿਓ।

Polish Po polsku

Jeśli chcesz przedyskutować sprawę z osobą mówiącą po polsku, zaznacz w kwadraciku, wpisz poniżej swoje nazwisko, adres, numer telefonu i zwróć formularz

Urdu اردو

اگر آپ اس پر کسی ایسے فرد سے بات چیت کرنا پسند کریں جو اردو/ہندی بولتا ہو تو براؤ کر م متعلقہ خانہ میں نشان لگا کر اپنا نام، پتہ اور ٹیلیفون نمبر لکھ کر اس فارم کو واپس بھیجوا دیجئے۔

Hindi हिन्दी

अगर आप इसके बारे में हिन्दी बोलने वाले किसी व्यक्ति से बातचीत करना चाहते हैं तो कृपया इस बॉक्स में सही ✓ का निशान लगा दें, फ़ॉर्म पर अपना नाम, पता और टेलीफ़ोन नम्बर लिख दें और फ़ार्म हमें लौटा दें।

Gujerati ગુજરાતી

જો તમને કોઈ ગુજરાતી બોલનાર વ્યક્તિ સાથે આ બારામાં ચર્ચા કરવી હોય તો, મહેરબાની કરી ઉપરના ખાનામાં ટિકનું નિશાન કરો, અને તમારું નામ, સરનામું અને ટેલિફોન નંબર ભરી અને ફોર્મ પાછો મોકલો.

Somali Soomaali

Haddii aad rabtid in aad warken kala hadashid qof af-soomaali ku hadla, fadlan, calaamadee bokska kor ku yaal, qor magacaaga, cinwaankaaga iyo telefon lambarkaaga oo markaa noo soo celi foomka

Name

Address

Postcode

Telephone

Large print

Audio tape

Braille

Please return to: Communications Team, Ealing Homes,
FREEPOST LON16139, London W5 2BR

Ref: Ending your tenancy

For more detailed information on any aspect of the processes detailed in this leaflet, read through the terms and conditions of your tenancy agreement or look on www.ealinghomes.net.

Moving out... Ending your tenancy

Questions?

Contact the Voids Team:

Voids Team
Ealing Homes
Westgate House
Hanger Lane
London W5 1YY

☎ 020 8825 5722

✉ voids@ealinghomes.net

🌐 www.ealinghomes.net

To make sure leaving your home and ending your tenancy runs as smoothly as possible, read on to find out exactly what you need to do...

First of all, it is important you sign a '**Notice to Quit**' form at your local Area Housing Office otherwise you will continue to be charged rent. We need 4 weeks' notice in writing and this notice must end on a Sunday or Monday. It *may* be possible to agree a shorter notice period but **not** if you are a joint tenant.

Make sure you have paid rent on your property up to the Monday the tenancy ends (including any arrears) and, on this date, you must return your keys to the reception desk at your local area office before 12 noon. If you do not, we will have to charge you rent for every extra week or part week until we receive the keys.

Clearance

You are responsible for clearing all your belongings from your home (and any sheds and/or garages) and leaving it empty and secure before returning your keys. If you do not, Ealing Homes will charge you for clearing anything left in the property which may be sold or destroyed.

Tidy Clearance Scheme

If you leave your home clean and clear when you move out, you may be eligible for a £100 bonus as part of the 'Tidy Clearance Scheme'. To claim the £100 you must:

- Give your EH Housing Officer 4 weeks written notice to end your tenancy
- Make a claim to the Voids Team within 4 weeks after your Notice to Quit expires
- Leave your property clear of all rubbish, floor coverings, furniture and any other unwanted possessions
- Ensure your property is left in good condition and in a fit state of repair
- Clear any rent arrears.

Please note: Transfers within London Borough of Ealing are **not** eligible for the Tidy Clearance Scheme.

Contact the Voids Team to claim.

Death of a tenant

There can sometimes be confusion about who can carry on a tenancy – known as 'succession' – after the death of a loved one. It is important to note that there can only ever be one succession to a tenancy.

Who can succeed a secure tenancy?*

1. The deceased tenant's spouse
2. Members of a deceased tenant's family
3. The deceased tenant's partner.

(* A tenancy is no longer secure if you have been taken to court for breaches to your tenancy agreement and have become known as a 'tolerated trespasser'.)

Succession by joint tenants

The joint tenants of a property are all equally entitled to the tenancy. If one of them dies then the surviving joint tenant(s) will remain as tenant(s) under the original tenancy. When this happens the remaining joint tenant(s) takes the tenancy by right of survivorship. This counts as a succession to the tenancy and no other succession can take place afterwards.

If a council tenant dies and you are their next of kin or representative (responsible for making arrangements) you should inform your local Area Housing Office immediately and tell them when you intend to return the keys. Rent is charged until the keys are handed in. Ealing Homes will remove any items from the property if you wish, but you will need to authorise this in writing on behalf of the estate of the deceased tenant.