



Leaving Your Home

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ENDING THE LICENCE

If you wish to end your Licence you must give at least 4 weeks notice to Pickering and Ferens Homes in writing. This gives us time to appoint a new licensee for the property. It is better to give us as much notice as possible of your intention to leave.

A Licence ends at 12 noon on the agreed Monday and keys to your property must be returned to Pickering and Ferens Homes office no later than midday or you will be responsible for the maintenance charge (rent) until the Monday after the keys are returned.

RENT ACCOUNT (MAINTENANCE CHARGE)

When you notify us of your intention to leave you will be sent a confirmation letter, which will also give details of your rent account as at that date. We will also provide you with details of how much we estimate will be owed / overpaid by the termination date.

If you are in receipt of Housing Benefit paid directly to Pickering and Ferens Homes then we will estimate the amount of benefit that we should receive based on your current entitlement.

If however your circumstances have changed during this period and we have not been made aware of this , any underpayment will be your responsibility to pay. You may be asked to pay this following the end of your licence. If you are in receipt of Housing Benefit then it is your responsibility to make sure that the Local Authority is aware of the date you are moving out of the Pickering and Ferens Homes property and into your new home. Benefit will only be paid on the property that you are living in.

INSPECTION OF THE PROPERTY

An inspection of all properties is undertaken before the end of the licence and the vacating resident(s) should be present at the inspection. You will receive a report of the inspection and a notification of any outstanding defects, which are your responsibility to put right.

You are expected to leave your home clean, empty and in a good state of repair, otherwise you will be charged for rectifying the damage or clearing out any rubbish. Any broken fixtures or fittings must be repaired or replaced and any unauthorised alterations reinstated before you leave. You will be recharged for any damage and or clearing of any rubbish.

It is your responsibility to inform all the utility suppliers i.e. gas, electric, water and telephone of the date you are

ended. You should also tell us who supplies your gas/ electric so that we know who to contact should there be any problems.

LEAVING CARPETS / GOODS IN THE PROPERTY

Where you have agreed with the incoming resident(s) that the carpets and /or other goods will be left in the property you must inform us of this as soon as possible and always prior to leaving the property. Pickering and Ferens Homes provides all accommodation as unfurnished, and therefore a waiver form must be signed by the incoming resident(s) stating that they accept full responsibility for the items remaining in the property before they move in. Any carpets left down will be taken up so that the floors can be inspected. The re-laying of the carpet including any costs incurred will be the responsibility of the incoming resident(s).

INTERNAL TRANSFERS

Pickering and Ferens Homes recognises the need for residents to transfer within its housing stock. However due to the number of requests received, financial considerations also have to be taken into account. Transfers will only be considered where there are no rent arrears or where there has been a long standing agreement to pay, which has been maintained.

Anyone offered an internal transfer will be expected to follow the procedure for 'Leaving Your Home' as set out in this document under 'Ending the Licence'. We will also expect the resident to leave the property in good decorative order. Should the resident not do so then they will be recharged any costs incurred by Pickering and Ferens Homes to bring the property to a lettable condition. In addition they will also be expected to pay for the gas and or electricity check(s) on the property they will be moving into.

MUTUAL EXCHANGES

A mutual exchange cannot take place without the prior permission of Pickering and Ferens Homes. You must contact us if you are considering an exchange so that the request can be considered. If you assign your licence i.e. sign over and allow someone else to take the licence before permission has been given you will be breaking the terms of your licence and you could lose your home.

Mutual exchanges will only be considered where there are no rent arrears or where you have agreed to pay the arrears in full before the exchange takes place.

Where a mutual exchange has been approved the vacating resident will be expected to follow the procedure for 'Leaving Your Home' as set out in this document under 'Ending the Licence'. The property should also be left in a good decorative order. However the incoming resident will be expected to accept the property in the condition that it has been left. Pickering and Ferens Homes will not be responsible for any cleaning or decoration work necessary on the property. The incoming resident will be expected to pay for the gas and / or electric checks on the property that they are moving into.

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We can also provide this information on audiotape, large print or Braille and in any other minority language.