

This document gives you information about ending your tenancy. If you need any part of this information in large print, Braille, on audio tape or explained in your own language, please contact us on the number below.

English

تمدك هذه الوثيقة بالمعلومات اللازمة عن إنهاء فترة استئجارك للعقار. إذا كنت ترغب في الحصول على أي جزء من هذه المعلومات مطبوعاً بأحرف كبيرة أو بطريقة برايل أو مسجلاً على أسطوانة مدمجة أو شريط صوتي أو مشروحاً باللغة التي تتحدثها، يرجى الاتصال بنا على الرقم الموضح أدناه.

Arabic

এই দস্তাবেজটি আপনার ভাড়াটে চুক্তি সমাপ্তকরণ সম্বন্ধে তথ্য সরবরাহ করবে। যদি আপনি এই তথ্যগুলোর যে কোন একটির সম্বন্ধে বিস্তারিত জানতে চান, অথবা আপনার নিজের ভাষাতে ব্রেল, সিডি, অডিও টেপ-এ পেতে চান তাহলে নিম্নলিখিত নম্বরে আমাদের সাথে যোগাযোগ করুন।

Bengali

Ce document contient des informations sur l'expiration de votre location. Si vous souhaitez obtenir une partie de ces informations en gros caractères, en Braille, sur CD, cassette audio ou expliqué dans votre langue, veuillez nous contacter au numéro indiqué ci-dessous.

French

આ દસ્તાવેજ તમારું પુરું થનાર ભાડાં વિશે માહિતી આપે છે. જો તમારે કોઈ પણ ભાગની આ માહિતી બ્રેઈલ, સીડી ઉપર, ઑડિયો ટેપ અથવા તમારી પોતાની ભાષામાં સમજી શકો તેની જરૂર હોય તો નીચે જણાવેલ નંબર ઉપર અમારો સંપર્ક કરો.

Gujarati

Este documento proporciona-lhe informações sobre terminar o seu arrendamento. Se necessitar de parte desta informação em caracteres aumentados, em Braille, em CD, cassete áudio ou apresentada no seu idioma, por favor contacte-nos, através do telefone abaixo indicado.

Portuguese

Dokumentigan wuxuu ku saabsan yahay guri-ijaarka dhameynta. Haddaad u baahan tahay warkan afkaaga-hooyo, afka loogu talagalay dadka aan arki karaan – afka faraha ama CD-ga ama ajeladda rekorka nala xiriir. Namberkan isticmaal.

Somali

Este documento proporciona información sobre cómo finalizar su alquiler. Si necesita esta información en fuentes grandes, Braille, en CD, cinta o en su propio idioma, póngase en contacto con nosotros en el teléfono siguiente.

Spanish

این نوشتار اطلاعاتی درباره خاتمه دادن به اجاره خود در اختیارتان قرار می دهد. اگر مایل به داشتن هر بخش از این اطلاعات به صورت چاپ شده با حروف بزرگ، خط بریل، روی CD، نوار صوتی و یا توضیح داده شده به زبان خودتان هستید، لطفاً با استفاده از شماره تلفن زیر با ما تماس بگیرید.

Farsi

Bu belge kiraçılığınızı bitirmeniz konuları hakkında bilgi verir. Bu bilginin herhangi bir kısmının büyük boyutlu harflerle, Braille alfabesiyle, CD'de, ses kaseti şeklinde veya ana dilinizle olmasını istiyorsanız, lütfen aşağıdaki telefon numarasından bize ulaşınız.

Turkish

020 8451 8000



CUSTOMER SERVICE EXCELLENCE



INVESTOR IN PEOPLE

Housing Corporation Number: LH0030.

Industrial & Provident Societies Number: 17210R.

Registered Office: Capital House, 25 Chapel Street, London, NW1 5DT.

PCHA Housing Association Limited is an exempt charity.

GHG1069

Genesis
Housing Group

Building futures



PCHA
Part of the Genesis Housing Group

Your guide to

**Ending your tenancy
and moving home**

What you need to know

At PCHA, we want to ensure that you are able to move out of your home with as little fuss and cost as possible. Please read this leaflet carefully to find out how to end your tenancy and move out of your property.



Ending your tenancy with us

If you decide to end your tenancy with us you need to give us notice in accordance with your tenancy agreement. This is usually four weeks' notice.

Notice must be given in writing by completion of a "Notice to Quit". Your housing services officer will be able to help you to complete this.

We will ask you to:

- tell us your new address;
- clear any debt you owe us before leaving;
- continue to pay rent until your tenancy has been ended; and
- leave your property in a good condition.

Condition of the property

You should leave the property in a clean and tidy condition, and in good decorative order. Please make sure that you have removed all of your belongings before leaving the property. You should also remove any items you do not want, including rubbish. If we have to remove your belongings or rubbish from the property we will charge you for the cost of doing this.

If you want to dispose of bulky items, please contact your local council office who will be able to collect these for you. Some people do not have to pay for this service; for others there is a moderate charge.

Property inspection

We will usually carry out an inspection of the property before you leave. This is to check the condition of the property and give you a chance to ask any questions about ending your tenancy.

Returning your keys

When you leave your property, please deliver all sets of keys to our offices. This should be done by 12 noon on the day your tenancy is due to end. If we do not receive the keys by this time you will continue to be charged rent. If someone is still occupying the property at this time we will not be able to end your tenancy. This means you will have to continue to pay us rent, so it is very important that you do not leave anyone in the property when you leave.

Housing Benefit

If you receive Housing Benefit you should inform the Housing Benefit office that you are moving home and make sure that you make a new claim for the property you are moving to.

Gas and electricity

Before you move home, please make sure that you take readings of your gas and electricity meters and inform your utility providers of your move. This will make sure that you only pay for the electricity and gas that you have used.

Post

When you move you can get your post redirected to your new address. We are not responsible for post sent to the property, which means we will not forward post onto you once your tenancy has ended. Please contact your local Post Office for information on redirection services.