

## LEAVING YOUR HOME

Before you move on, we need to remind you about a few things you need to do to make sure the property is left clear and in a good condition.

Moving to another Rooftop Housing Group home?

If you have applied for another of our homes, the Voids Repair Co-ordinator will make an appointment to come and visit your home to check all is well for you to move. Please keep to the agreed appointment time so we can make the move as quick and easy as possible. If your home doesn't meet our agreed standard, your new application may be unsuccessful.

Here's what the Voids Repair Co-ordinator will do:

- Check your home and garden/grounds meet our agreed standard.
- Advise you of their findings. If your home fails to meet the standard, they will explain why. Failure to meet the standard will result in the housing application that you have made being unsuccessful.

Making your move easier- your checklist

Before you end your tenancy, here are a few things for you to check.

Please remember, if your property is not clear and you do not meet the standards set out below, we will ask you to pay the costs of carrying out the necessary work to put you in a position where you are ready to move.



<b>INSIDE YOUR HOME-PLEASE REMEMBER:</b>	
<b>Have you checked this:</b>	<b>Please tick</b>
All door keys to be handed back to us, including any fobs registered to the property.	
Furniture, appliances and goods must be removed.	
All fitted cupboards and kitchen units must be clean and empty.	
To clear the loft of all your belongings.	
Any electrical fittings you have put in must be removed by a qualified electrician and either made safe or the original fittings replaced. Eg: chandeliers, brass/chrome light switches.	
Any damage to doors, windows, walls, banisters, kitchen units etc. which is not 'fair wear and tear' must be repaired.	
All decorations should be of a satisfactory standard and fit for a new tenant to move in.	
Your home should be clean throughout.	
Any repairs that are your responsibility need to be carried out.	
Curtains, blinds, carpets and other floor coverings you have fitted must be removed.	
Leave operating instructions for equipment (boiler, gas fire etc.) all in one place.	
To pay all utility bills up to the date your tenancy ends.	
To leave the smart meter remote unit in the home.	
All flooring to be cleaned and free from grease and dirt.	
Glazed wall tiles to be cleaned and free from grease.	

All sinks to be cleaned and free from limescale when dry	
Extractor fans to be cleaned and free from grease and dirt	
All window frames, glass and ledges to be clean and free from mildew. All window keys to be left in the property.	
Any appliances owned by rooftop, to be cleaned and free from grease and dirt.	
All woodwork to be cleaned and free from dust and grease	
All light fittings and electrical sockets to be clean and free from dust and grease	

<b>OUTSIDE YOUR HOME- PLEASE REMEMBER</b>	
<b>Have you checked;</b>	<b>Please tick</b>
All grass and hedges and shrubs must be cut/pruned back.	
Gardens must be cleared of rubbish or and personal items.	
Fences and gates must be in sound condition and any damage repaired.	
All animal excrement to be cleared up.	
To have any external electrics you have fitted removed and made safe by a qualified electrician.	
To empty the wheelie bins.	
To remove compost heaps, compost containers etc.	
All sheds and outbuildings owned by Rooftop Housing Group must be empty and clean.	
All sheds, greenhouses and other outbuildings that you own need to be removed.	
To empty and fill in any garden ponds and return the area to its pre-pond condition.	

<b>ALTERATIONS YOU HAVE MADE:</b>
<b>Please remember:</b>
If you have our written permission (through our Permission Application process) and the Building Inspector feels the condition, health and safety aspects and suitability give NO CAUSE FOR CONCERN, you can leave them in place.
If you have made any alterations WITHOUT our written permission, you will need to return it to its original condition. In some cases, our Building Inspector may provide written permission for the alteration to stay in place.
<b>BULKY ITEMS:</b>
<b>Please remember;</b>
If you have any unwanted bulky items, please make sure they are moved. Visit your local council website to find out more or give them a call for more information.

Please find below photographs of examples of the standard expected in the vacation of the property;

**The bedroom:**



**The Lounge**





**Hallway:**



### **The Bathroom:**



The bathroom must be cleaned and left free from grease and dirt, all water residue / lime-scale, Wash Hand Basin, WC, Baths / Showers, taps / wastes, glazed wall tiles cleaned.

All floors to be mopped and left clean.

### **The Kitchen:**



The kitchen must be cleaned and left free from grease and dirt. All worktops, units, sinks, glazed wall tiles, must be shiny and free of lime scale. Floors to be mopped and left clean.

Appliances to be left clean and free from grease and dirt.



Oven/grill including trays to be left clean free from grease and dirt.

