

Vacating your property

Thank You

Thank you for telling us that you wish to end your tenancy. To assist us and future tenants please provide the information requested and return to your nearest Council Office.

Before you leave the property please ensure:-

1. All keys & fobs (including for pram stores, huts, garage/lockups etc.) are returned to your local office before 12 noon on the Monday of your termination date (so you are not charged an extra weeks rent).
2. **All rent** is cleared in full up to the date the keys are handed in.
3. You give a contact number and/or email address so your housing officer can arrange an appointment for an inspection.

Tel No.:

Email:

Office use:

Date keys received:

Signature

Please provide all information requested on both sides of this sheet

Tenant name(s):

Address:

Post code

Forwarding address:

When you move out

As stated in your tenancy agreement it is your responsibility to ensure that your home (inc. loft space) and garden (if applicable) are left, clean, swept out, clear of rubbish and with décor in good condition.

You will be charged for any damage to the property and for the removal of any items left.

Your attention is drawn to the need to **turn off Water, Gas and Electricity at the Mains** but only if the supply is not shared with other properties

If you are moving a gas appliance it is essential that the pipework is left in a safe condition by having the pipe-end capped. Advice can be obtained from your Gas Supplier.

Please note: bulky uplifts can be arranged by calling the number below.

Tel: 01506 280000

Email: customer.service@westlothian.gov.uk

Please tell us about your current property:-

*Cottage/Flat/Four in a Block/Maisonette	*Own entry/Common access
*Single storey/Two Storey/Detached/Semi/End Terrace/Mid Terrace	
*Ground/first/second/third/fourth floor	No of bedrooms –
*Turned/straight stair	Downstairs bathroom - *Yes/No
Downstairs bedroom - *Yes/No	Central heating - *full/partial *Gas/Electric/Solid fuel
Garden Maintenance scheme – *Yes/No	Linked tenancy – *garage/lock-up
Gas supplier	Power card meter installed? *Yes/No
Electricity supplier	Power card/key meter installed? *Yes/No
Special adaptations: *Stair lift/External access ramp/External handrails/Home safety equipment/Wet floor shower/Other (please specify)-	

Please give us your assessment of the property condition:-

You may know of problems or defects that need attended to. It would be of great assistance if, using your own judgment, you could complete this section.

Note that we recognise “fair wear and tear” so please be as honest as you can.

Room	Problem/repair required

Viewing by prospective tenants

If you agree to the property being viewed by prospective tenants prior to the property being vacated and keys returned please complete the following:-

Dates and times viewing available:	
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Tenant signature:	
Date:	

If in doubt please contact your local office.



Confirmation

A Housing Officer will contact you to advise your rent balance and a time to inspect your home before you leave.

Tel: 01506 280000	Email: customer.service@westlothian.gov.uk
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