

Moving Out?

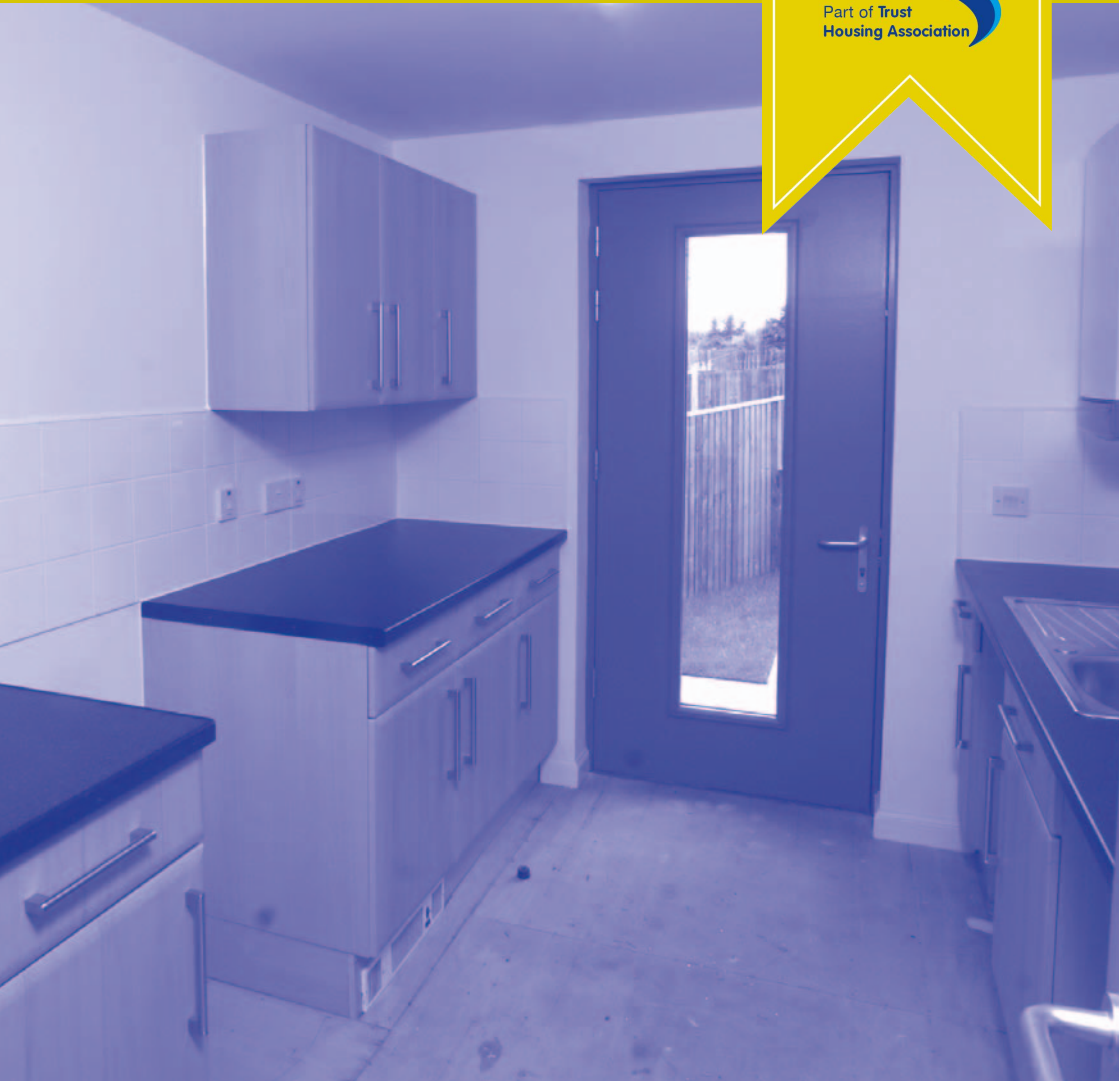
Guidance on the condition we expect your property to be in when you hand in the keys

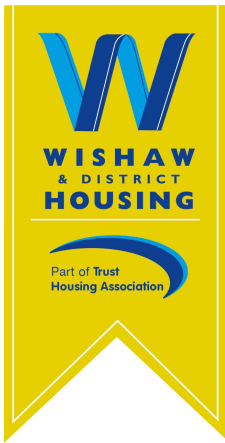


**WISHAW
& DISTRICT
HOUSING**



Part of Trust
Housing Association





Moving Out?

Guidance on the condition we expect your property to be in when you hand in the keys

During your tenancy with us you have a responsibility to take reasonable care of the property and when you end your tenancy we will inspect the building and any garden areas to assess their general condition. This information leaflet provides guidance on the general condition in which we expect you to leave the property so it can be efficiently passed on to the next tenant in the same condition in which it was originally handed to you. We thank you in anticipation of your co-operation.

Once we have inspected your property we will give you individual guidance on what you are required to do, if this is necessary.

Most people leave their properties in a good condition. Occasionally there are people who do not and sometimes we have to recharge essential works because of wilful or negligent damage that has not been rectified. Details of this process and the charges made are contained in our leaflet on '*Rechargeable Repairs*'.

Clearing and cleaning

The house must be completely clear. In particular all furniture, carpets, laminate flooring (unless by prior arrangement with a Housing or Maintenance Officer), all personal belongings, debris, foodstuffs, etc should be removed. If disposing of any items that will not be picked up as part of the normal refuse collection please make sure that you arrange for the free uplift service offered by the Council. To access this service phone Northline Environmental on 01698 403110. Attics, basements and out-buildings must also be cleared.

Floors must be swept out and washed where necessary so they are ready for the next person to move in.

Garden areas

Gardens attached to the property must be cleared of rubbish and left tidy. The grass must be cut.

The expected number and type of refuse bins must be on the property.

Electrics

Any alteration to the electric system undertaken by you must be removed/reinstated unless a valid electrical safety compliance certificate has been provided to us and we have given permission for the alteration to stay.

Cooking appliances

All cooking appliances must be removed.

Windows and doors

All window keys issued at the start of your tenancy must be returned.

All sets of front and back door keys and close door keys / fobs that were issued to you must be returned.

Internal doors (and ironmongery) must match and be free from damage (fair wear and tear excepted).

Skirtings, facings and walls

All skirting and facings must be in place and free from damage (fair wear and tear excepted).

All personal fixtures and fittings must be removed and nail/screw holes and marks filled and made good.

Bathrooms

All tap head indicators must be present.

All bath and wash hand basin plugs and chains must be present.

The bathroom suite and all surfaces (including tiles) must be washed down. In particular the toilet must be clean.

The bathroom suite must be free from breaks, splits and cracks and the bath panel must be secure and not cracked or broken (fair wear and tear excepted).

The standard lock must be present and should operate freely.

Kitchen

All tap head indicators must be present.

All sink plugs and chains must be present.

All kitchen units, sink and surfaces (including tiles) must be washed down.

Worktops must be clean and free from splits, cracks, burns and water damage (fair wear and tear excepted).

The kitchen sink must be clean and free from splits, cracks and other defects (fair wear and tear excepted).

Decoration

There must be no paint on gas fires or paint overspill onto electrical sockets or fittings.

Paint from wall surfaces should not overrun onto skirtings, facings, glass, etc, or vice versa, particularly where colours are very different.

Further information

Wishaw & District Housing
55 Kirk Road, Wishaw ML2 7BL
Tel: 01698 377200 • Fax: 01698 358712

Open: Monday – Thursday: 9.00am – 4.30pm and
Friday: 9.00am – 4.00pm
Closed for lunch: 12.30pm – 1.30pm