

# Leaving your home



We hope you've enjoyed living in your Teign Housing home.

There are a lot of things to consider when leaving your home, so this leaflet details how we need you to leave your home before you hand back the keys.

We will have to charge you if you don't leave it in an acceptable condition.

Pictures show what an acceptable and unacceptable standard is when you leave. There are also checklists for each area.

# Getting ready to leave

You must leave your home in good condition and take all your belongings with you. You also need to remove any bags of rubbish and unwanted items. If you leave anything behind, we will have to remove it so that the next person can move in, and we will charge you for the cost of doing this. We will also charge you for any repairs which are your responsibility.

During our visit before you move, we'll offer you advice and guidance on what is required when you leave your home, to avoid any charges. We will tell you if there are any repairs which you need to arrange while you are still a tenant. There may be things we cannot see while your furniture and belongings are in place. If we find anything once you have returned the keys, we will write to you within 15 working days with what we have found and how much we think it will cost to put it right.

We recommend that you arrange for any works or clearance to be done privately, as it will be cheaper than us doing it and charging you. If you need to find someone to do this for you, look for a Trading Standards approved company. Ensure any clearance work you arrange is done by someone with a waste carriers' licence - if it isn't, and the items are fly-tipped, you would be liable for a hefty fine.

On the day you leave, take readings for any gas, electricity and water meters. Make sure you give these to your utility providers and tell them you are leaving, giving them an address to send the final bills.



# Kitchen

Teign Housing is responsible for the floor covering, cupboards and worktops in your kitchen, so please leave these in place and clean.

If you have gas appliances that are your own, such as a cooker, hob or fire, you must get a Gas Safe registered engineer to disconnect it/them and cap the pipe(s). If pipes are left uncapped, it can cause injury and danger to others in and around your home.



If there is damage to any worktops or kitchen cupboards, we will charge you for the cost of replacing these

## Kitchen checklist

- Remove all items, including white goods (unless agreed & written down on form)
- Clean worksurfaces
- Clean the inside of cupboards and drawers
- Clean tiles
- Clean floor

# Bathroom

Teign Housing is responsible for the floor covering and fixtures in your bathroom, so please leave these in place and clean.



## Bathroom checklist

- Remove all personal items
- Clean sink
- Clean toilet
- Clean tiles
- Clean floor

# Walls, windows and radiators



You will be charged for any broken windows

## Walls, windows and radiators checklist

- Remove all shelves
- Repaint all dark walls, ceilings and doorframes in white
- Fill holes in walls, remove drawing pins, Sellotape, nails, tacks and stickers
- Clean radiators
- Clean skirting boards
- Clean windowsills
- Replace any broken window handles

# Doors - internal and external



## Door checklist

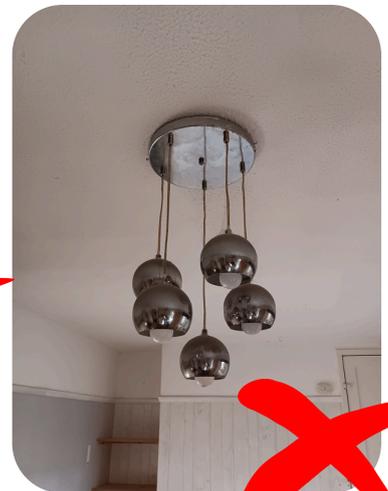
Clean both sides of door

Clean door frames

# Electrics

You will be charged for any DIY electrical work to be put right, unless it was signed off by a qualified electrician with official documentation that we can see a copy of.

Any non-standard fittings will need to be returned to standard fittings. For example, metal plug sockets, metal light switches, and dimmer switches. All ceiling lights, except in the bathroom, should be standard pendants.



## Electrics checklist

Return non-standard fittings to normal fittings

All light fittings are pendant ones

# Outside

When permission is given for decking, sheds or greenhouses, it is with the agreement that you will remove them when you leave. Due to health and safety reasons, we often cannot 'gift' these items to the new tenant, so we have to remove them and charge you for doing so.

If you have a pond, this will need to be filled in.



## Outside checklist

- Remove all rubbish
- Remove any children's toys
- Cut the grass
- Remove shed/greenhouse/  
decking/pond
- Leave bins empty

# Flooring

Teign Housing is responsible for the floor coverings in your kitchen and bathroom, so please leave these clean and in place.

If the property was carpeted before you moved in, please leave the carpet, unless you are asked to remove it. If your carpet is in very good condition and you haven't had any pets, we may agree with you, if you are happy, to leave it for the next resident.

Otherwise, please remove all carpets and laminate flooring.

You **must not** remove any floor tiles that might contain asbestos. They are usually found in older buildings and often in the kitchen or hallway. If you are unsure, please call us, and we can check for you. If you have a copy of the asbestos report for your home, you can check it yourself.

## Flooring checklist

Remove all laminate flooring

Remove all carpets, if asked to

# Loft space (where applicable)

The loft must be cleared of everything, apart from the insulation.



## Loft checklist

Clear all belongings

# Examples of costs

If any items are left, or there are repairs you are responsible for or damage other than 'wear and tear' when you move out, you will be charged for them. Charges are based on the National Housing Federation's Schedule of Rates. Here are examples of some of the costs, although actual costs cannot be confirmed until they have been assessed:

Gain access and change front door locks	£87
Replace double glazed window	£180
Replace internal door	£200
Small garden clearance	£195
Large garden clearance (average price shown as will be subject to quotation)	On average £1,700
Replace smoke detector	£132
Specialist interior clean	£500

**A 10% administration fee will be added to all costs, to a maximum of £25**

Teign Housing, Millwood House, Collett Way, Newton Abbot, TQ12 4PH  
Customer First Team: 01626 322722  
Email: [customerhub@teignhousing.co.uk](mailto:customerhub@teignhousing.co.uk)  
Website: [www.teignhousing.co.uk](http://www.teignhousing.co.uk)

# Outcomes of the pre-void inspection

**Address:**

**Name of tenant or representative present:**

**Date:**

**The following was agreed:**

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**Signed by tenant or representative present:**

**Signed by Templer HomeBuild representative present:**

# Outcomes of the pre-void inspection (continued)

**Address:**

**The following was agreed (continued):**

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**Signed by tenant or representative present:**

**Signed by Templer HomeBuild representative present:**