

# Advice to tenants moving home and giving up a council tenancy

This leaflet has been written to help remind Camden Council tenants of responsibilities to us when giving up a Camden Council tenancy and transferring, or moving, to a new home.



## Ending your tenancy

Your tenancy can only be ended by court order, a Notice to Quit from you or if you surrender it (see “Giving us notice” below). If you transfer to another Camden Council tenancy you will automatically surrender your old tenancy when you sign the tenancy agreement for your new home.

## Giving us notice

Remember you need to give us four weeks’ written notice if you are intending to move (unless you are transferring to another Camden Council home or housing association). This has to end on a Monday. It is important that you do this as, if you don’t, you will still be charged four weeks’ full rent from the day you told us you were leaving.

## Giving us access

We might ask you to let us into your home to inspect it or to show around any future tenants before you move out. You must give us access if we request this. We will give you reasonable notice when we wish to do this.

## Moving details

Please let your [housing officer](#) know the day that you are actually going to move and your new address (you should let your [housing officer](#) know this even if you are moving to another council property). If, for any reason, you have to change the date of your move, please let us know.

## Electricity & gas

Please remember to tell your electricity and gas supply companies that you are moving and make arrangements for the meters to be read before you leave. It is best to arrange a final reading on the day you leave so that you are not over charged on your final bill. You will need to arrange this with them in good time [if a key is needed to see the meter and it is not in your own flat](#) as they will need to [collect keys from us](#) giving us 24 hours’ notice and leaving a £50 deposit for the key. If you have a gas cooker please make sure that the gas point is properly capped-off when the cooker is removed (if there is no bayonet fitting) to avoid the risk of any accidents later. Let your [housing officer](#) know when you hand in your keys who supplied your electricity and gas along with the meter readings.

## Keys

As your tenancy ends on a Monday you need to make sure you return all keys to us by 12 noon on Monday. If they are returned by then the charges will end on that Monday (as long as you had given 4 weeks' notice or were transferring). If the keys are returned after noon the weekly charges for your home will be continued at least until the following Monday.

When you hand in your keys you will need to sign a [notice of vacation form](#). This gives both you and us evidence of when your keys were returned. It is important that you keep the copy of this in case of any future query. All doors and windows should be securely closed and all keys (including keys to garages, sheds, balcony doors, french windows etc.) should be returned to us immediately after you have moved. If you send your keys by post they should be clearly labelled and attached to a [notice of vacation form](#) or a letter with your forwarding address and email address.

You can get a notice of vacation form either from your [housing officer](#), from [Contact Camden](#) at 5 Pancras Square, N1C 4AG or [download](#) from [www.camden.gov.uk](http://www.camden.gov.uk).

You and everyone else living with you should have left so that you give us full "vacant possession".

## Empty & clean

The flat should be left empty and clean and any rubbish cleared. If you leave rubbish or belongings after you have left we will have to charge you the cost for clearance and/or to place your belongings into storage. We may also charge you for any lost rent for the time that this takes.

We have information on our website [www.camden.gov.uk](http://www.camden.gov.uk) in the [council tenant FAQs section](#) about what is available to help you get rid of unwanted furniture. Your [housing officer](#) can also print this page off and send it to you if you request this.

## Damage & fittings

If you, or members of your household, have caused any damage to your home, make sure that this is repaired before you leave because you will be charged for the cost of repairing any damage which cannot be regarded as fair wear and tear. This also means that if you have made some alterations that we have not agreed to, or put in some of your own fittings which you intend to take with you, you should remove the alterations or fittings and put right or repair any damage caused.

## To do list

There are a lot of other things to consider when you move home which can be overwhelming. To help you, your [housing officer](#) can give you a [moving home to do list](#) to use as a checklist as you plan your move. You can also [download](#) this from [www.camden.gov.uk](http://www.camden.gov.uk)



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