



You recently submitted your intention to terminate your tenancy with NB Housing. In order to fulfil the obligations as stipulated within your tenancy agreement, there are a number of things you must do before you surrender your keys to the Association.

It is important that you leave the dwelling in a reasonable condition for reletting. This means that you should ensure that the property is in a clean and tidy manner when you vacate it.

Our Maintenance Officer will carry out an inspection to assess any necessary repairs and will advise you of any other issues that may need attention. However, the information contained in this leaflet gives an outline of what the Association will accept as a lettable standard.



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Termination of Your Tenancy Lettable Standard Statement



External

The property should be in a structurally sound state outside and there should be no signs of damage to doors and or windows including broken glass panels.



- Fencing, railings and gates must be in place and in proper working order.

- All glass should be clean. Fixtures such as doorbells, letterboxes, handles and knockers should be in place and in working order where appropriate.

- Gardens and or yards must be clean and tidy, free from any household refuse or other rubbish.



- Any sheds and or outhouses must be left in a clean and tidy manner and any temporary structures should be removed unless by prior agreement.

- There should be no signs of weeds and or moss within the perimeter of the property either back or front.



- Clothes lines and wheelie bins cannot be removed from the property.



Internal

The house must be left in a clean and tidy manner. Tenants should pay particular attention to the following areas:



- All power points and light fittings must be in place.



- Internal doors, handles and locks should be free from damage and in good working order.



- Kitchen cupboards should be clean both inside and out and free from damage. Kitchen tiles should also be clean.

- All white goods, that are not the property of the NB Housing, should be removed unless by prior agreement with the Association. Bathrooms should be clean and ceramics, including tiles should be free from damage and or chips.

- Any original floor covering must be intact, mopped clean and carpets, if any, should be vacuumed.



- Curtains and blinds, if any, should be clean and rails should be properly fixed to the wall.



- All personal belongings and furniture must be removed unless by prior agreement with the Association. Where any items are left behind, these will be removed and disposed of accordingly. The Association will not be held responsible for any reimbursement.



- Failure to leave the property in accordance with this standard may result in a recoverable charge being levied against you for any work the Association has undertaken to bring the property up to a lettable standard.

- Where the outgoing tenant(s) use an electric or gas card, it would be appreciated if this is left in the property, or surrendered with your keys, to allow our contractors to carry out safety checks/servicing of gas and electrical supply.