



clydebank housing association

Pre-End of Tenancy Advice Leaflet

Now that you are ending your tenancy with Clydebank Housing Association we hope you have enjoyed your stay in our property. However, we would like you to make note of a few end of tenancy instructions.

1. Please ensure :

- ✓ The property is left clean and tidy.
(For example : kitchen units cleaned out, sanitary ware cleaned, floors brushed of any debris)
- ✓ All floor coverings have been removed
(Carpets, underlay, lino, laminated flooring, ceramic tiles)
- ✓ All curtains, blinds, lampshades and personal belongings have been removed.
- ✓ Gardens are left tidy and free of rubbish and belongings.
(Don't forget to empty your garage or shed)
- ✓ All lofts are cleared.

Multi Storey Flats :

- ✓ Cage area is emptied and key returned to caretaker
- ✓ Veranda keys are left in verandah door

If any items are left in the back court area, West Dunbartonshire Council must be telephoned to arrange a special uplift. (Call 01389 737000 with a full list of items)

2. Have any alterations been made to the property ?

Permission is required from the Association for any alterations made to the property. All requests should have been made in writing prior to the work being done.

(For example : wall lights, electric shower, satellite dish, outside lighting, kitchen units, internal door replacements, wood panelling, "lead" strips on windows, tiling)

When internal doors have to be replaced they must be reinstated with half hour fire doors with self closing devices.

3. Does the property have any Laminated Flooring ?

All floor coverings must be removed including any underlay. Again, permission for such alterations to the property should have been requested prior to the work being done.

4. Please ensure other areas are cleared :

- ✓ Loft areas must be cleared
- ✓ Gardens and garden sheds should be cleared and additional fencing removed.
- ✓ Garages and sheds should be removed unless permission was received.

5. You must also contact your utility suppliers with a meter reading prior to leaving the property. Any debts left will be recovered from you by your supplier.

Scottish Power – 0845 270 0700

Scottish Gas – 0845 600 6113

Npower - 08457 145 146

6. What happens if the End of Tenancy Checklist is not adhered to ? :

- a. The condition of the property must be returned to a lettable standard. This ensures it is ready to let to a new tenant to the same standard in which you received it.
- b. An End of Tenancy Inspection is carried out at all properties by the Maintenance Officer / Clerk of Works after your end of tenancy date.
- c. Previous tenants will be recharged for any work carried out by the Association with regards to the end of tenancy checklist. Any work carried out by the Association that should have been carried out by you will be recharged to you.

We hope you have enjoyed your time with Clydebank Housing Association and we wish you good luck and happiness in your new home.

If you have any further queries, please feel free to call the office on 0141 941 1044

Additional Information for Multi Storey Flats

- ✓ If you have a cage, this must be cleared and the key left with the caretaker.
*West Dunbartonshire Council must be telephoned to arrange a special uplift.
(Call 01389 737000 with a full list of items)*
- ✓ Your laundry fob must be left with the caretaker
- ✓ Please leave your verandah key in the verandah door
- ✓ Notify the caretaker on the day of removal so that the lifts can be boarded to prevent damage.
- ✓ "A" and "D" flats – ensure access panel in bathroom is accessible.