

## INSPECTION OF EMPTY PROPERTY

After you have left there will be another inspection of your property. This inspection will pick up any of the items from the above that you should have completed, plus any other repairs which are your responsibility and which only become apparent after you have removed your furniture etc.

Here are some examples of the most common things tenants have to pay for once they leave the property:

- Items of carpets and furniture and rubbish left in rooms, cupboards or sheds.
- Holes in walls which were hidden by furniture.
- Areas of walls behind wardrobes, cupboards etc. that have not been decorated.
- Areas of worktops that have been damaged, for example with knife/burn marks.

The cost of any repairs or redecoration which are your responsibility will be charged to you.

### **PLEASE NOTE.....**

Where a property has been left in an unsatisfactory condition, it is our policy to follow up former tenants actively for payment of the costs we have had to incur to bring the property back to an acceptable standard for re-occupation.

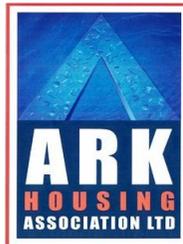
It is in your own interests therefore to ensure that you complete the work that is your responsibility before you leave, to avoid having to pay extra costs for someone else to do the work.

### **IF YOU HAVE ANY QUESTIONS.....**

If you need any help or advice with any of the information we have given you about what you have to do before you leave your property, please contact your Housing Officer in the first instance on 0131 478 8146.



**ARK Housing Association,**  
**The Priory, Canaan Lane,**  
**Edinburgh EH10 4SG**  
**Tel: (0131) 447 9027**  
**e-mail: admin@arkha.org.uk**



# Moving Out - Things To Do



**The aim of this checklist is to help you to prepare to move.**

**If you have any questions about any of the points below, or need any other advice, please contact your Housing Officer on 0131 478 8146.**

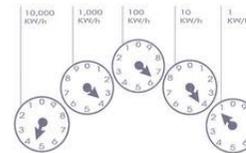
### **Water, Gas & Electricity Supplies**

When you leave, please make sure that all supplies are turned off at the mains. If you have not already given us this information on your Termination Form, please give us the names of your gas and electricity suppliers.



### **Meter Readings**

Please arrange for a final meter reading for gas and electricity supplies. Please leave a small amount of credit so that we may carry out electrical and gas safety checks while the property is empty.



### **Gas Appliances**

All gas supply pipes connected to appliances which you are taking with you **must** be capped and left in a safe condition. This work **must only** be carried out by a qualified (Gas Safety Register) gas engineer.

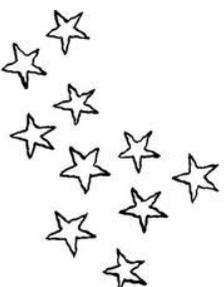
The **only** exception to this rule is if the connection is a 'bayonet fitting' which must be left intact and in good condition.





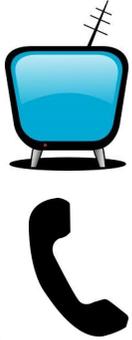
### Redirection of Mail

Please arrange with Royal Mail to re-direct your mail, giving at least 1 week's notice



### Telephone & TV

Please contact your telephone, cable or satellite TV suppliers to arrange for final bills. They may also require access to remove items they own.



### Paying rent by Standing Order

If you pay your rent by standing order or direct debit, please ensure that you cancel the standing order **after** your last rent payment is due.



### Preventing burst pipes

Between October and April, if you plan to leave the property **before** the termination date, please let us know so that we can arrange to drain down water supply pipes as a precaution against burst pipes in very cold weather.



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### Information for Tenants leaving their property



#### Standards and condition we expect your property to be left

Please ensure that everything belonging to you is removed from the property and from the loft and garden,.

You are responsible for removing any rubbish, unwanted furniture etc. Please contact your local authority to arrange a special uplift if required. If we have to remove any of your belongings you will be sent a bill for this.

You will be responsible for carrying out any repairs or redecoration which, at the pre-termination inspection, are recorded as being your responsibility.

If you are planning to remove any items you have fitted, such as a door, door handle, light switch, or special light fitting etc., you must ensure that you replace the item with a suitable alternative.

All nails, screws, tacks, posters etc. must be removed from walls, doors, ceilings and floors, and any damage repaired. This does not include any coat hooks we have provided.

If you have laid any type of floor covering, this must be removed, unless, it has been agreed that the items may be left for the next tenant.

"Artex" or any other textured plaster finish on walls must be removed before a new tenant can move into the property. This is a specialised job which will be done by our contractors and recharged to you. Our Maintenance Officer can arrange for an estimate of the cost for you. If you have fitted any polystyrene ceiling tiles they must be removed and the areas redecorated by you to an acceptable standard.

If you have fitted a shower without obtaining our permission first, then you should remove it and repair any damage or we will charge you for us carrying out this work. If you wish to check if your shower meets our standards then you must arrange for it to be checked by us well before you leave.

Shelving units that you no longer require may be left in place, so long as this is agreed at the pre-termination inspection.

All kitchen units, worktops and sanitary ware must be cleaned.

Rotary driers should be taken into the house for storage.



For all of the above, if you have not carried out the work required before you leave then we will arrange for it to be done, and you will be sent an account for the full costs of the work.