

### **Additional Information for Multi-Storey Flats**

- ✓ If you have a cage, this must be cleared and the key for the cage room left with the caretaker
- ✓ Your caretaker will give you advice on how to dispose of bulk 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



## **Pre-End of Tenancy Advice Leaflet**

Clydebank Housing Association  
77-83 Kilbowie Road  
Clydebank  
G81 1BL

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 should be removed  
(Carpets, underlay, lino, laminated flooring, ceramic tiles)  
In some circumstances it may be possible to leave floor coverings if they are in good condition and the Maintenance Officer will confirm this with you at your pre-end of tenancy inspection.
- ✓ All curtains, blinds, lampshades and personal belongings have been removed. As above will be discussed at pre-end of tenancy inspection.
- ✓ Gardens are left tidy and free of rubbish and belongings.
- ✓ All lofts are cleared
- ✓ Two full sets of keys are handed in including close keys and door entry fobs (Please note – if two full sets of keys are not returned, you will be charged the full cost of changing the lock(s).

*If any items are left in the back court or garden area, West Dunbartonshire Council must be telephoned to arrange a special uplift. (Call 01389 737000 with a full list of items) There is a charge for this payable to WDC.*

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.

4. Please ensure other areas are 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. Please note – every effort should be made to ensure there are no debts left on your electric/gas meters. You may be recharged for the full cost to clear these debts and any debts left may also be recovered from you by your supplier.

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. The Maintenance Officer can advise you of these conditions at your pre-end of tenancy inspection.
- b. An End of Tenancy Inspection is carried out at all properties by the Maintenance Officer 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 or debts cleared in your supplier meters, 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**