



Ending Your Tenancy

If you wish to end your tenancy with Caledonia, you require to give us 28 days written notice. We shall confirm in writing your end of tenancy date and arrangements regarding returning keys etc. We hope the checklist below will assist you when leaving your tenancy:

Organise mail redirection & inform all relevant agencies of your change of address; forms are available from your local post office or online at www.postoffice.co.uk	<input type="checkbox"/>
Remove all furniture, floor coverings, personal possessions and rubbish from the property except non slip flooring in kitchen and bathroom provided by Caledonia..	<input type="checkbox"/>
Clean all bathroom fittings	<input type="checkbox"/>
Clean down all kitchen units and worktops	<input type="checkbox"/>
Sweep all floors	<input type="checkbox"/>
Ensure your garden is left in a neat and tidy condition	<input type="checkbox"/>
Ensure your property is in good decorative order	<input type="checkbox"/>
Remove all non-standard electrical items e.g. light fittings and dimmer switches and replace with British Standard / EC Approved fittings	<input type="checkbox"/>
Arrange for the removal of any self-installed shower fittings by a qualified person; if you plan to leave your shower you must contact your Maintenance Officer (failure to have this approved will lead to a re-chargeable repair being issued to you)	<input type="checkbox"/>
Remove all satellite equipment	<input type="checkbox"/>
Ensure that any alterations are reinstated with original fittings unless you have written permission to leave them	<input type="checkbox"/>
If you have a washing machine plumbed in get a plumber to cap off supply pipes	<input type="checkbox"/>
Ensure your rent account is paid up to the end of your tenancy & notify us of your forwarding / contact address	<input type="checkbox"/>
Apply for any compensation you may be eligible for under section 2.2 of your tenancy agreement	<input type="checkbox"/>
Contact your electricity and/or gas supplier advise them of your final meter readings: Gas <input type="text"/> Electricity <input type="text"/>	<input type="checkbox"/>
Return all keys / fobs to us on or before your end of tenancy date	<input type="checkbox"/>

Please remember: if you fail to comply with these it may result in you being charged for any costs incurred by the Association for reinstatement of fittings or removing rubbish or cleaning the house. Failure to return your keys on time will result in additional charges and you may be recharged for the cost of changing the locks.