

If you would like this information in a different language,
in large print or on CD, please contact us on 01235 515900.

Polish Wprowadzenie się i wyprowadzka

Jeśli chcesz uzyskać te informacje w innym języku, dużą czcionką lub na płycie CD, skontaktuj się z nami pod numerem 01235 515900.

Portuguese Mudança e saída

Se desejar receber esta informação em outro idioma, num tamanho de letra maior ou em CD, queira contactar-nos através do número 01235 515900.

Bengali অন্যত্র চলে যাওয়া এবং ছেড়ে দেওয়া

যদি আপনি এই তথ্য একটি ভিন্ন ভাষায়, বড় অক্ষরের ছাপায় অথবা সি.ডি'তে চান, তাহলে অনুগ্রহ করে 01235 515900 নম্বরে আমাদের সঙ্গে যোগাযোগ করুন।

Chinese 搬屋

若您需要以其他語言撰寫、以大字體顯示或以 CD 方式儲存的此資訊，請致電 01235 515900 聯絡我們。

Albanian Transferimi dhe largimi

Nese deshironi kete informacion ne gjuhe te ndryshme, te shtypur apo ne CD, ju lutemi te na kontakton ne numrin 01235 515900.

Slovakian Sťahovanie a odchod

Ak požadujete túto informáciu v inom jazyku, vytlačenú s veľkými písmenami alebo na disku CD, kontaktujte nás na čísle 01235 515900.

Soha Housing, Royal Scot House,
99 Station Rd, Didcot OX11 7NN

Tel: 01235 515900

Fax: 01235 515970

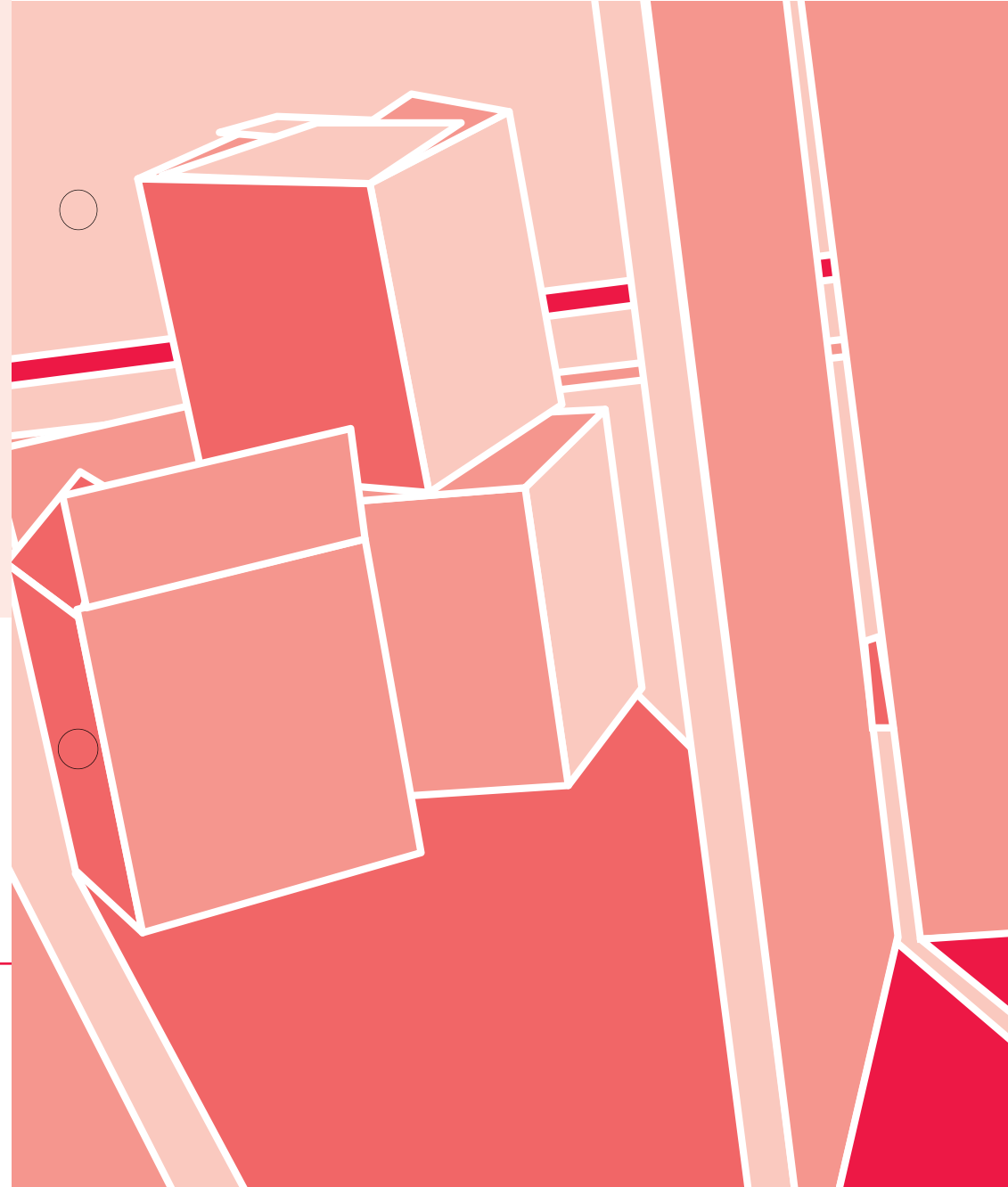
Email: housing@soha.co.uk

Website: www.soha.co.uk



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Moving and leaving



Moving out of or leaving Soha housing

This leaflet describes what you must do to end your tenancy or to transfer it. The end-of-tenancy check list at the end of this leaflet will apply to you whatever your reason for moving.

If you are leaving Soha housing altogether, you must give us at least four weeks' written notice to quit, ending on a Monday. In exceptional circumstances we may accept a shorter period.

If you are a joint tenant, the tenancy can end if one of the tenants gives 'notice to quit'. If you are going to do this, you should get housing advice immediately.

During the notice period, we will arrange to visit your home and carry out an inspection. If you have damaged the premises or carried out alterations and adaptations without our permission in writing, we will give you a chance to put the work right. If you do not, we may charge you for the costs when we put it right instead. This may include lost rent from not being able to let the property more quickly to another tenant.

We want a new tenant to be able to move into your home quickly after you go, so we may need to bring possible new tenants to look round during the four weeks that you are still in the house.

When we receive your letter saying that you are ending your tenancy, you must pay rent that you still owe us. If you leave the property and you still owe rent, we will take legal action to get the money back. If you receive Housing Benefit, you should contact the council to tell them the date that your tenancy will end.

Going into hospital or prison

If you are going into a nursing home, residential home or hospital, even for a short stay, please let us know and we may be able to offer some practical advice. The length of stay may affect your Housing Benefit.

If you are going into prison, we can give advice about how this will affect your tenancy.

Relationship breakdown

If your relationship with your partner breaks down, we can advise about how this may affect your tenancy. We may not be able to create a new tenancy in the name of just one partner, unless a court orders a transfer of the tenancy or Soha is able to show a court that your partner has been violent or abusive.

In all circumstances, please contact us and we will try to help you resolve your problem as sensitively as possible. We would always advise that you seek independent advice from a solicitor, local advice centre or Citizens' Advice Bureau.

Abandoned homes

If you move out of your home without telling us, we can end your tenancy and let the property to another household. We will serve a notice upon you by fixing it to the property and delivering it to anywhere else where we believe you might be staying. This notice will warn you that the property will be repossessed after a fixed time period, unless you contact us to confirm that you are still living at the property.

Ways of moving

In the areas where we have homes, most councils now advertise empty Soha homes through the local lettings scheme. (In most of Oxfordshire this is called Homechoice). All our vacancies in these council areas will normally be advertised through that lettings scheme. If you wish to move, you must first make an application to the lettings scheme in your area. Our Customer Services team can advise you how to make an application and where you can see homes advertised. If you need to move because of exceptional circumstances (such as suffering from severe harassment or domestic violence) we can help you to gather supporting evidence to apply for higher priority on the lettings scheme.

We would expect you to have a clear rent account before you are accepted onto the local lettings scheme. If your rent account is not clear, please contact us. If we agree a regular debt repayment amount and you keep to the agreed payments, we will normally be prepared to allow you to be considered for a move.

If the reason you are thinking of moving is because you or a member of your household becomes disabled or has mobility needs, we may be able to help. See our leaflet for information on 'Adaptations for disabled people'.

Exchanges

Mutual exchanges are a way for you to swap homes with another housing association or local authority tenant. Exchanges are often a quicker way for you to move and we will advertise the contact details of people who want

to exchange. Contact us on 01235 515900 and we can help you add your details to this register.

Homeswap

This is a self-help scheme, designed to help you find someone to swap your home within the area you want to move it. Please contact us on 01235 515900 for more information.

Transfer incentive scheme

If you are under-occupying a family-size house (that is too big for you) and you want to move to a smaller property, then you may qualify for help under the incentive scheme. This could mean:

- Help with removal costs
- A cash payment when you move in

End of tenancy check list

Check that you have done the following:

- Complete and return a formal notice to Soha, giving four weeks' notice to end your tenancy. A tear-off formal notice you can use is attached to this form
- Removed all your belongings and property from the home and garden, loft and garage
- Left no-one living in the home
- Left the property and garden clean and tidy
- Left the Soha tenants' handbook and instruction manuals in the kitchen

- Told the water, gas, and electricity companies and given them meter readings to close your account. If you have a pre-payment meter, the gas/electric key must be left in the meter. (It is of no use to you as it will not work anywhere else other than property)
- Told us who your gas and electricity companies are. (If you use the formal notice to quit form which is attached to this leaflet, you can fill in these details there)
- Returned all the keys to the property to us by noon on the tenancy end date (including window locks and shed keys if you have either of these)
- Put back any Soha-owned fixtures and fittings, making good any damage and any tenants' alterations
- Cleared the rent account
- Given us a forwarding address (in case we have to send post or contact you again. You can fill in this detail on the formal notice to quit form at the back of this leaflet)
- Redirected your mail
- Told your bank/building society, doctor/dentist and anyone else who needs to know, such as Council Tax and Housing Benefit departments
- Left the internal decorations in a good condition
- Left the keys for gas and electric meters
- Taken all your pets with you

You will be charged if you leave unwanted furniture or carpets in your home and we have to remove them

We will get a court order to remove any people who are staying in the property without our permission.

Notice to Quit

Address:

.....

I the undersigned hereby give notice that I shall quit and deliver up possession of the above named premises which I hold of you as a weekly tenant, on the date stated below.

Note: tenants are legally required to provide Soha Housing with four weeks' notice of their intention to vacate the property.

Name:

Signature:

Date:

Date when to quit:

Forwarding address:

.....

Telephone number:

My current gas supplier:

My current electricity supplier:

.....

Please fill in this form and send it to the address below (no stamp is needed)

Freepost SCE 2680, Soha Housing, Royal Scot House,
 99 Station Road, Didcot, Oxon OX11 7YW