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Your guide to...
**ending your
tenancy**



Information
for tenants of
Parkway Green
Housing Trust



Your guide to... ending your tenancy

This leaflet tells you the steps you need to take if you want to leave your Parkway Green Housing Trust (PGHT) home.

Step one: Telling us

To end your tenancy, you must give us four weeks notice. You will need to fill out a form which you can get by calling us on 0300 111 0000 or visiting one of our offices.

Step two: Paying your rent

You must keep paying your rent until your tenancy end date. If you are behind with your rent you can arrange to pay this off when you leave.

If you owe us money when you leave a tenancy and have arranged to pay off your debt then this may mean that you are listed on the Rehousing Review List. This can make it difficult for you to be rehoused by PGHT or any other Manchester partner association.

You should also let Housing Benefit know that you are moving so that you can make a claim at your new address.



Step three: Removing your possessions

You must remove your furniture, personal possessions and any rubbish from your home before you leave. If we have to clear your belongings or carry out any repairs because you have damaged the property, we will charge you for this work.

If you have things you don't want, contact The Tree of Life Centre on 0161 437 7623 who may collect your possessions so somebody else can use them.

The property must be left in a reasonable, clean and tidy condition.



Step four: Contacting your utility suppliers

Make sure you take final meter readings when you leave and let the gas, electricity and water companies know that you have moved. If you can, turn the stop tap for water and gas supplies off.

Step five: Returning your keys

Our tenancies end on a Sunday, and you must hand in the keys by 12 noon on the following Monday. Our staff will confirm the date that you need to return the keys.

If you hand in the keys late, we will charge an extra week's rent for every week or part week until you return them.

Step six: Claiming your reward

Moving can be hard work. So we offer a £250 reward if you:

1. Give us the full four weeks' notice that you are leaving
2. Tell us where you are moving to
3. Let us in at the agreed appointment time to check the condition of your home and make minor repairs to bring your home up to scratch for the new tenant
4. Let at least one potential new tenant have a look around your home
5. Keep your rent up to date
6. Keep your home, gardens and outhouse clean and tidy
7. Carry out any minor repairs that that are your responsibility
8. Return all sets of keys by the date agreed.

Further information

If you have any queries about this leaflet, or need a Braille, large print or audio version, please contact us.

Phone: 0300 111 0000

Email: info@parkwaygreen.co.uk

Notice of ending a tenancy

Your details

Surname

First name

Your present address

House/Flat number

Road/Court

Area Postcode

Daytime phone number (if none, put 'none')

Email address(if you want us to contact you this way.)

Details of moving

I will be ending my tenancy on: Monday/...../.....

Please give us at least four weeks notice.

Continued overleaf...

Address you are moving to:

House/Flat number

Road/Court

Area Postcode

At your new address will you?

- Own your home rent from Parkway Green Housing Trust
- rent from a private landlord rent from Manchester City Council
- rent from another Council rent from a housing association
- other (please say what)

.....

Please return this form to:

Parkway Green Housing Trust, Parkway Green House,
460 Palatine Road, Northenden, M22 4DJ

Signature

To get this leaflet in Braille, large print or on tape:

Phone: 0300 111 0000 Email: info@parkwaygreen.co.uk

Textphone: 0161 945 5730

للحصول على هذه المعلومات بأي لغة أو بالبرايل أو بالحروف الكبيرة أو على شريط الرجاء الإتصال برقم الهاتف الموجود أسفله.

Arabic

如欲索取這資料以任何語言或盲人用點字、大字印刷編制的版本或錄音帶，請致電下列號碼。

Chinese

لطفا برای دریافت این اطلاعات به زبان های دیگر، به خط بریل (خط ویژه افراد نابینا)، چاپ درشت و یا بر روی نوار با شماره تلفن زیر تماس بگیرید.

Farsi

Pour recevoir ces informations dans d'autres langues, en Braille, en gros caractères, ou sur bande sonore, prière d'appeler le numéro de téléphone ci-dessous.

French

यदि आप यह जानकारी किसी दूसरी भाषा, ब्रैल, बड़े प्रिन्ट या टेप में चाहते हैं तो कृपया नीचे दिये गये नम्बर पर फोन कीजिए।

Hindi

بۆ بەدەست هێنانی ئەم زانیاریانە بە هەر زمانێک یان بە بریال، پێنی گەورە یان لەسەر شریت، ئەوا تکایە تەلەفۆن بکە بۆ ئەم ژمارەیی خوارەوه.

Kurdish

Si aad u hesho macluumaadkaani oo ku qoran luqad kasta, tan indhoolaha, daabacaad balaaran ama cajal ku duuban fadlan telefoonka hoos ku qoran:

Somali

یہ معلومات کسی بھی زبان، بریل، بڑے حروف یا ٹیپ پر حاصل کرنے کے لئے براہ کرم ذیل کے نمبر پر فون کیجئے۔

Urdu

Nếu cần bản tin này bằng ngôn ngữ khác, bằng chữ nổi cho người mù, chữ in lớn hay băng ghi âm, xin vui lòng gọi điện thoại số dưới đây:

Vietnamese

0300 111 0000

Contact us

By phone

0300 111 0000

Phone this number for any Parkway Green service or to arrange an appointment for us to visit you, 8am - 5.30pm, Monday to Friday.

By email

info@parkwaygreen.co.uk

By post

Parkway Green Housing Trust
Parkway Green House
460 Palatine Road
Northenden
M22 4DJ

In person

Visit our local offices:

Parkway Green House
460 Palatine Road, Northenden,
M22 4DJ

or

137 Bowland Road,
Baguley, M23 1LE

Our offices are accessible to disabled people

