

## TERMINATION OF TENANCY NOTIFICATION

**BEFORE SIGNING THIS FORM, PLEASE READ THE EXIT CONDITIONS ON THE REAR.**

Tenant - First name.....Surname.....

Joint tenant - First Name.....Surname.....

Address.....

Postcode..... Contact No ..... Email.....

Reason for termination.....

.....

### Tenancy end date -

Keys must be returned before noon on the Monday after the tenancy end date, otherwise you will be charged another weeks rent.

If you do not wish to end your tenancy on that date you can apply for an extension, you will be liable for Rent charges on both properties.

**I/we wish to extend the tenancy to –**

New Tenancy Start Date.....

New Address.....

.....Postcode.....

Landlord.....

I/We hereby confirm that I/we wish to terminate the above tenancy and are signing freely without coercion of any kind.

Signed.....Date.....  
(Tenant)

Signed.....Date.....  
(Joint Tenant)

**EXIT CONDITIONS ON REAR**

## Exit Conditions

Midlothian Council has a set standard that we expect each of our properties to reach before you leave, before completing the termination form, please read the information below as this will provide guidance to you on what is required before you return your keys as you may be charged if your property does not meet the expected standards

<b>Keys</b>	<ul style="list-style-type: none"> <li>• Please note that if any stair door keys/fobs are not returned, you will be charged for their replacement.</li> <li>• Any internal keys should be left in a prominent place inside the house.</li> <li>• Leave all keys for window locks (if installed in your property).</li> <li>• Keys must be returned before noon on the Monday after the tenancy end date, otherwise you will be charged another weeks rent.</li> <li>• If you fail to return the keys by the due date, and have not been in contact with us to extend the tenancy, the Council will force entry on the Wednesday of the week the tenancy is due to end. Both the cost of this and an extra week's rent will be charged.</li> </ul>
<b>Standard of Cleanliness</b>	<ul style="list-style-type: none"> <li>• The house, garden and any common areas must be left clean, tidy and completely empty of unwanted items, including any rubbish or personal furniture/belongings.</li> <li>• Fully clean the inside of the property including kitchen and bathroom areas.</li> </ul>
<b>Decoration</b>	<ul style="list-style-type: none"> <li>• Leave the property in good decorative order, remove any damaged wallpaper.</li> <li>• Clean gloss paintwork and re-paint if badly damaged.</li> <li>• Ensure that all plaster work is in good condition, fill any holes after the removal of shelves and pictures.</li> <li>• Ensure that all seals, tiling and grouting will be clean and in good condition, repair or report any broken tiles</li> <li>• Ensure that internal doors are free from holes or serious damage and handles and latches work.</li> <li>• Remove all floor coverings unless they are in excellent condition and you have our agreement to leave them.</li> </ul>
<b>Gas &amp; Electric</b>	<ul style="list-style-type: none"> <li>• Take final meter readings immediately before you depart, if you use a gas or electricity pre-payment meters, please leave them in credit and leave the pre-payment cards in the property.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Cut grass, trim bushes and ensure gardens are left tidy</li> <li>• Leave rotary drier (if provided)</li> <li>• Ensure that any gates or fences are in good and safe condition.</li> <li>• Do not leave any rubbish or bulky items in the garden</li> <li>• If permission has been granted to install any fixtures or fittings, such as driveways or gates, they require to be left in a reasonable condition and to a standard which is acceptable to the Council.</li> <li>• You will need our agreement to leave outhouses, such as garages, greenhouses or sheds.</li> <li>• The wheeled bin should be left at the rear of the property for collection.</li> </ul>

**Even if your property has been previously inspected, some of the repairs will only become obvious when your furnishings and fittings have been removed.**