

TL10 MARCH 2008

## Midlands

Jephson Court, Tancred Close

Leamington Spa

Warwickshire CV31 3RZ

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Minicom: **0800 587 5055**

Email: **leamington@jephson.org.uk**

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West Midlands DY2 8PS

Housing Management Team

Tel: **01384 231237** Fax: **01384 258981**

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Email: **dudley@jephson.org.uk**

## Central Office

Jephson House, Blackdown

Leamington Spa

Warwickshire CV32 6RE

Tel: **01926 339311** Fax: **01926 450164**

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Email: **info@jephson.org.uk**

[www.jephson.org.uk](http://www.jephson.org.uk)



# Moving Out



## Terminating your tenancy



# Moving Out



***Thank you for giving notice of termination of tenancy of (address)***

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## **Under the conditions of Tenancy, you are required:**

To move out of your Home and return the keys to us at the end of the tenancy and to take out all furniture, personal possessions and rubbish and leave your Home and its fixtures and fittings in a good condition.

If you leave any of your belongings in your Home after you have returned the keys to us and your Tenancy has ended, we reserve the right to charge you for the full cost of removing and disposing of any of your belongings.

Window keys should be left in the property.

***A guide to rechargeable costs is set out below for your information.***

**All prices quoted (are a minimum guide only). An administration fee of £50 will be added to the final invoice together with VAT.**

Clear property of rubbish	£250.00
Clear garden, cut grass and tidy	£350.00
Gain Entry because keys are not handed in	£100.00
Replacement of broken window	
Up to .25m <sup>2</sup>	£100.00
Up to .5m <sup>2</sup>	£125.00
Up to 1m <sup>2</sup>	£185.00
Over 1m <sup>2</sup>	£190.00
General cleaning	
1 bed property	£165.00
2 bed property	£180.00
3 bed property	£200.00
4 bed property	£220.00
5+ bed property	£250.00
Replacement hand basin	£275.00
Replacement bath	£550.00
Replacement WC pan	£180.00
Replacement WC cistern	£200.00
Redecoration price per room	£500.00
Replacement of damaged door – internal	£200.00
Replacement of damaged door – external	£650.00

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***The Association has a policy of recovering these costs where incurred and may take cases to Court if payment is not made within 21 days.***

**If you require help or advice on any of the above or moving out in general, please report to your local Jephson office.**



If you would like help with this information a free interpreting service is available using Language Line.

**Please contact your local Jephson office.**

## BENGALI

এই তথ্যের ব্যাপারে আপনি কোন সহায়তা পেতে চাইলে ল্যাংগুয়েজ লাইন ব্যবহার করে বিনা খরচে দোভাষীর সেবা পেতে পারেন। দয়া করে আপনার স্থানীয় জেপসন অফিসে যোগাযোগ করুন।

## GUJARATI

જો તમને આ માહિતી જાણવા મદદ મેળવવી હોય તો લેન્ગવેજ લાઇનનો ઉપયોગ કરવાથી મફત દુભાષિય સેવા પ્રાપ્ત કરી શકાશે. કૃપા કરી તમારી સ્થાનિક જેફ્સન ઓફિસનો સંપર્ક કરો.

## POLISH

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji, udostępniamy bezpłatne usługi tłumacza ustnego przez telefoniczną linię językową. Prosimy o kontakt z lokalnym biurem Jephson.

## PORTUGUESE

Se quiser ajuda relativamente a esta informação, está disponível um serviço de interpretação gratuito através da Language Line. Por favor contacte o escritório da Jephson na sua área.

## HINDI

यदि इस जानकारी को समझने के लिए आपको सहायता चाहिए तो लैंग्वेज लाइन की निःशुल्क सेवा आपके लिए उपलब्ध है। इसके लिए कृपया अपने क्षेत्र में जेफसन की स्थानिक ऑफिस के साथ संपर्क करें।

## ITALIAN

Se desiderate essere aiutati con queste informazioni, c'è un servizio di traduzione gratis usando Language line; basta contattare l'ufficio locale della Jephson.

## PUNJABI

ਜੇ ਤੁਸੀਂ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਆਪਣੀ ਬੋਲੀ ਵਿੱਚ ਸਮਝਣ ਲਈ ਕਿਸੇ ਦੀ ਮੱਦਦ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਤੁਸੀਂ ਲੈਂਗੂਏਜ ਲਾਈਨ ਨੂੰ ਫੋਨ ਕਰਕੇ ਮੁਫਤ ਤਰਜਮਾ ਸੇਵਾ ਹਾਸਲ ਕਰ ਸਕਦੇ ਹੋ। ਕਿਰਪਾ ਕਰਕੇ ਜੈਫਸਨ ਦੇ ਸਥਾਨਕ ਦਫਤਰ ਨਾਲ ਗੱਲ ਕਰੋ।

## URDU

اگر آپ کو یہ معلومات سمجھنے میں مدد درکار ہو تو آپ کے لیے لینگویج لائن کے ذریعے ترجمانی کی مفت سروس دستیاب ہے۔ اپنے مقامی جیفسن آفس سے رابطہ کیجئے۔

***If you need this information in larger print, Braille, audio-tape or on CD please contact your local Jephson office.***

## North

Jephson House, Lowfields Business Park  
Old Power Way, Elland, West Yorkshire HX5 9DE

Tel: **01422 373855** Fax: **01422 373858**

Minicom: **0800 587 5055**

Email: **north@jephson.org.uk**

## East

5 Mill Square, Featherstone Road, Wolverton Mill South,  
Milton Keynes, Buckinghamshire MK12 5ZD

Tel: **01908 226555** Fax: **01908 226759**

Minicom: **0800 587 5055**

Email: **miltonkeynes@jephson.org.uk**

## South & West

1 Warwick House, Edison Park, Hindle Way,  
Swindon, Wiltshire SN3 3RB

Tel: **01793 602199** Fax: **01793 602198**

Minicom: **0800 587 5055**

Email: **swindon@jephson.org.uk**

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