

# Moving In, Moving Out



There are some things you should do when you move in to your new Council house or are just about to leave your tenancy. This guide will explain what is your responsibility and what can you expect from the Council.

## **Before you move in**

If you accept an offer of housing from the Council, we will arrange for you to view the property with a Housing Officer. At this meeting, the Housing Officer will explain your rights and responsibilities as a tenant. Both you and the Housing Officer will then sign the Tenancy Agreement.

We will hand the keys for the property to you at the viewing. This will allow you to check that we have met our standards, and will also ensure that we agree on the gas and electrical meter readings.

The Council will ensure that:

- the house is structurally stable, wind and watertight and free from dampness,
- all electrical circuits, sockets and fittings are safe,
- the gas supply and all gas fittings have been checked for safety,
- your kitchen & bathroom are clean and working properly,
- all rooms are cleaned to a set standard,
- all floor coverings are removed, and floor surfaces are clean and safe,
- all walls, ceilings and skirting boards are in sound condition,
- the heating system is in working order, and you are given instructions on how to use it,
- all windows are clean inside and out, fully glazed and working,
- new locks are fitted to external doors (you will get two sets of keys),
- any graffiti is removed.

Some things may not be done until after you move in, such as:

- any other repairs not covered above, for which we are responsible,
- a one-off tidy of your garden,
- plaster repairs, where you will be removing wallpaper.

You will be responsible for the internal decoration of the house, including the removal of wallpaper.



## When you are moving out

When leaving a Council tenancy, normally you must give us at least 28 days notice. You can give us shorter notice if you are moving to another Council or Housing Association tenancy.

Remember to:

- return your keys by 12 noon on the agreed end date. If you return the keys late, the tenancy will continue until you hand them in and we will charge rent for each extra day that you keep them
- clear and clean all rooms,
- ensure the windows are left clean inside and out,
- check there is nothing left in the loft,
- leave the house in good decorative order,
- remove fixtures and fittings which were installed without permission,
- replace missing or damaged fixtures and fittings,
- remove all floor coverings,
- leave the garden tidy and outbuildings empty,
- pay all the outstanding debt for electric or gas,
- leave the payment cards and keys for electricity and gas in the property.

If you fail to meet any of the above requirements the Council will do it on your behalf but you will be charged for it. You can get more information about rechargeable repairs at your local housing office (Tenants Guide s3.2).

You can arrange a Special Uplift of heavy or bulky items – phone Environment Service on 01738 476476.



### Looking for more information?

Check the Perth & Kinross Council website [www.pkc.gov.uk](http://www.pkc.gov.uk) or contact any Council office to request a copy of:

- Tenants' Guide on Changes of Tenancy (section 11)
- Tenants' Guide on Ending Your Tenancy (section 11.1)
- Tenants' Guide on Rechargeable Repairs (section 3.2)