MOVING OUT POLICY

If you decide to move on from your Heyford Regeneration property there are some steps you will need to follow to prepare your property to be returned to Heyford Regeneration. These steps are set out within this policy document.

**I would like to move out, what do I need to do?**

If you would like to move out of your Heyford Regeneration property you will need to serve notice to your landlord, Heyford Regeneration. Your lease sets out how much notice you must give and how you should give such notice.

**What are my responsibilities when I move out of my Heyford Regeneration home?**

1. The property should be returned to the same decorative state as it was handed to you in. This includes returning the property to the original wall colour, removing any wall paper and making good any damage which has been caused by furniture or the hanging of photo frames. Photographs will have been taken on the day the property was handed to you and the inventory will detail the state of the property. You should use these to aid you in returning the property to its original decorative order.

2. If you have made any alterations to the property without the consent of Heyford Regeneration then you should remove these and return the area to the original state you were handed the property in. Again you can use the inventory and photographs to aid you in carrying this out.

3. Where you have made an improvement with Heyford Regenerations consent and we are satisfied with the workmanship, then you should leave this improvement in-situ unless requested by Heyford Regeneration to remove this. If you have been asked to remove the improvement you should return the area to the state in which it was handed to you.

4. You should ensure that the property has been cleaned and has been generally left in a condition similar to that in which it was handed to you in. If the general cleanliness of the property is not to a satisfactory standard you may be liable to pay cleaning charge.

5. You should ensure you have removed all furniture and rubbish from the property before the time of the handover to Heyford Regeneration.

If in any of the above instances you fail to hand back the property in the state expected you may be liable to a charge from Heyford Regeneration to cover the cost of restoring the property to its original state.

6. You must ensure that you have settled all utility bills up to the day that you hand the property back to Heyford Regeneration. Heyford Regeneration will take meter readings with you on the day you move out and you should contact your provider to notify them of this. Failure to settle bills will leave you liable to a recharge by Heyford Regeneration and potential legal action. You may also lose priority for social housing.

**By signing below you agree that you have read, understand and will adhere to Heyford Regeneration’s Home Improvement Procedure**

Signed: Date

Date