



## Guidance on the Condition of Property at End of Tenancy

This leaflet provides guidance on the condition your property should be left in prior to the end of your tenancy. We try to carry out Pre-Tenancy Termination Inspections (PTTI) before tenants vacate, that is we visit you and discuss any issues/repair which need to be addressed prior to the end of your tenancy. This includes those tenants who are transferring to another Council property or carrying out a mutual exchange of their tenancy.

This leaflet can be made available on request in a variety of different languages and formats such as large print, audio format or Braille.

### Repairs

Tenants are asked to complete certain necessary repairs, themselves, prior to the end of their tenancy.

These repairs may include but are not limited to:

- Removing all shelves, pictures, hooks, screws etc. from walls.
- Filling holes left in walls from picture hooks, screws, satellite cables, telephone extensions etc. ready for decoration.
- Where improvements have been carried out by tenants, i.e. installation of shower, tiles, additional kitchen units, erection of shed, own light fittings etc. they may be asked to reinstate the property to its original condition prior to the termination of the tenancy.
- Ensuring the property is left in a clean and tidy condition.
- Ensuring there are no items left in the loft.

If tenants do not carry out necessary repairs, the Council will arrange for the repairs to be undertaken and a re-charge invoice may be issued for payment.

Tenants are requested to ensure that they arrange for the disposal of all household refuse before vacating the property. Larger items can be collected for disposal by arrangement with the Waste Management Unit, Orkney Islands Council on 01856873535 extension 2325.

Please inform Scottish and Southern Energy of the date you are leaving the property, and give them up-to-date meter readings. The electricity supply should be changed into the name of Orkney Islands Council on the date the keys are returned

(and if you have changed supplier, it should be changed back to Scottish and Southern Energy before returning the property to us). If you have a card or key meter, please ensure that it is in credit when you vacate the property. The key for any key meter should be left in the property. Please also arrange for all mail to be re-directed at the Post Office as the Housing Service cannot accept responsibility for mail that does not reach you after your keys are returned.

Please also complete a Council Tax Change of Address form to ensure your Council Tax charges are changed as a result of your move. You should also advise the Housing Benefit Section / Department of Work and Pensions if relevant.

If you are planning to leave any items of furniture or floor-coverings for the incoming tenant, you are required to inform the Housing Management Section prior to handing in your keys. Please be aware that if the incoming tenant does not wish to take responsibility for such items, you will be requested to remove the items from the property at short notice.

If you have furnishings or household items which you no longer need, but that are in good condition, you may wish to donate these to Restart Orkney or to the Starter Packs Scheme. This would allow someone else to benefit from the items. The contact details for both these schemes are at the end of this leaflet.

## **Further Information**

Further information is available by contacting the Housing Management Section, Housing Services at the address and telephone number below.

If you wish to make any comments on this leaflet, please contact our Allocations Section.

### **Housing Management**

- Address: Orkney Islands Council, School Place, Kirkwall.
- Telephone: 01856873535.
- Email: [allocations@orkney.gov.uk](mailto:allocations@orkney.gov.uk)

### **Housing Benefit Section**

- Address: Finance Division, Orkney Islands Council, School Place, Kirkwall.
- Telephone: 01856873535 extension 2145.
- Email: [benefits@orkney.gov.uk](mailto:benefits@orkney.gov.uk)

### **Council Tax Section**

- Address: Finance Division, Orkney Islands Council, School Place, Kirkwall.
- Telephone: 01856873535 extension 2126.
- Email: [council.tax@orkney.gov.uk](mailto:council.tax@orkney.gov.uk)

### **Restart Orkney**

- Address: 62 Junction Road, Kirkwall, KW15 1AR.
- Telephone: 01856876605.

- Email: [reception@employabilityorkney.co.uk](mailto:reception@employabilityorkney.co.uk)
- Website: <http://www.orkneycommunities.co.uk/EMPLOYABILITY/>

### **Starter Packs Orkney**

- Telephone: 07783351886 (Referrals made through OIC).

