



## Transferable Discount Scheme: Vacating your council property

On the day of completion, your council property (including the garden) should be fully vacant and ready for immediate re-let. You must:

- remove all rubbish and leave it in a tidy condition;
- remove all your personal belongings and furniture (including carpets, unless your Tenancy Manager has agreed before the day of completion that they can be left);
- leave the property and all fixtures and fittings in a reasonable condition; and
- return all sets of keys.

Your bonus payment will be reduced to cover the following.

- Cost of repairs that are due to deliberate damage, abuse or neglect.
- Cost of removing any alterations made to the property without permission and making any repairs that are necessary.
- Cost of removing rubbish and extensive cleaning, inside and outside (including gardens).
- Cost of removing, storing and getting rid of household contents, including furniture and white goods (cookers and fridges).
- Cost of replacing missing, lost or stolen keys, including the cost of gaining entry to the property to change the locks, including garages and pramsheds.
- Cost of removing graffiti and repairing deliberate damage where we know who was responsible, including damage in shared areas.
- Fees for processing a request for permission to carry out an improvement or alteration to a property.
- Any other costs or items you are responsible for, as defined by the tenancy agreement.

In the unlikely event that the bonus payment does not cover the total cost of the work, we will bill you for the rest of the costs. We will tell you in writing the total cost of any rechargeable work and give you a breakdown of the costs before the work takes place (where possible).