

Please contact us if you would like a copy of this document in large print, Braille, on CD or in another language.

اگر آپ کو ایک انٹرنیٹ (زبانی ترجمہ کار) کی سروسز و کارروائی یا کسی معلومات کا ایک دوسری زبان میں ترجمہ کرانا، یا اسے کسی دوسری شکل میں جیسے ٹیپ، بی ڈی یا بڑے حروف کی چھپائی میں منتقل کرنا منظور ہو، تو براہ کرم ہمیں بتائیں۔
Urdu

如果你需要传譯員服務，或想要將資訊翻譯成另一種語言，或想要資訊的磁帶、CD 或大題字版本，請告知我們。
Cantonese

Bir çevirmene gerek duyuyorsanız veya bu bilgilerin başka bir dile tercüme edilmesini ya da kaset, CD, büyük yazı gibi başka bir formatta olmasını arzu ediyorsanız LÜTFEN BİZE BİLDİRİNİZ.
Turkish

যদি আপনার একজন ইন্টারপ্রেটার বা দোভাষীর সাহায্যের প্রয়োজন হয় অথবা অন্য ভাষাতে ইহা অনুবাদ করতে চান অথবা ইহা অন্য ফরম্যাটে চান যেমন টেপ, সিডি বা বড় প্রিন্ট আকারে তাহলে দয়া করে আমাদেরকে জানান।
Bengali

If you have any queries please contact us:

Tel: 0845 155 3000

Fax: 01245 613001

Minicom: 01245 613188 (for the hard of hearing)

Email: enquiries@chelmerhp.org.uk

Visit: Atholl House, Duke Street,
Chelmsford CM1 1LW

Write to: Prospect House, West Hanningfield Road,
Great Baddow, Essex, CN2 8HN

www.chelmerhp.org.uk

January 2007

Ending your tenancy



Information on recharges

A guide to charges you may be responsible for when leaving a CHP property.

When leaving a Chelmer Housing Partnership property you must ensure you leave it in good condition.

Part C, paragraph 31, in your tenancy agreement gives more information and states what you must do when ending your tenancy.

You must:

- ◆ **Take all your furniture and belongings with you**
- ◆ **Dispose of any rubbish and leave your home in good condition, clean, tidy and reasonably decorated**
- ◆ **Leave your garden in good condition and free from rubbish and debris**

If we have to remove anything you leave in your home you must pay our costs of doing this.

You will also be charged for any damage which has to be put right, such as replacing damaged doors, replacing missing or broken handles or filling in holes in walls.

You are advised to check your tenancy handbook for Explanation of your responsibilities.

The table opposite lists some of the most common rechargeable repairs and the cost that we will charge you. If your repair is not listed in the table, we will advise you separately.

Please note all charges include VAT and an administration charge.

| If we have to:- | Cost to you |
|-----------------------------------------|--------------------------|
| Clear property (Light / Medium / Heavy) | £50 / £100/ £150 |
| Clear Garden (Light / Medium / Heavy) | £50 / £100 / £150 |
| Renew internal doors | £60 |
| Rehang internal door | £30 |
| Renew door handles | £25 |
| Renew cupboard handles (per handle) | £5 |
| Renew door to kitchen base unit | £50 |
| Renew drawer to kitchen unit | £50 |
| Renew drawer front to kitchen unit | £25 |
| Remove cat flap and make good door | £50 |
| Renew shed lock | £50 |

| If we have to:- | Cost to you |
|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Replace a mains smoke alarm | £95 |
| Renew a cooker outlet plate | £15 |
| Renew a surface socket (each) | £15 |
| Renew ceiling rose light fitting (each) | £15 |
| Disconnect cooker, oven, hob extractor fan or other electrical appliance Please note - removal will be extra | £10 per appliance |
| Make good hole(s) in ceiling or wall | Cost to you |
| Up to 15cm | £12 |
| Over 15cm - prices will be advised | Min £25 |