



## **LEAVING YOUR PROPERTY? GET A REWARD FROM ALBYN BEFORE YOU GO**

At Albyn, we really appreciate tenants who work with us to keep look after their homes. We want to encourage more tenants to work with us when they are planning to leave a tenancy, and to reward the many of you who act responsibly to make sure that your home is left in a good condition for the next tenant under our 'Tidy Tenancy' scheme.

### ***What do I need to do to get a Tidy Tenancy reward?***

Following tenant consultation, the reward has increased to £150. If you do not meet all eight of the criteria specified below you will not be eligible for the reward.

When you are planning to leave your tenancy, you must contact us to arrange for your Housing Services Officer to inspect your home before you go. The Housing Services Officer will discuss with you any work you will need to carry out and make arrangements about how this will be carried out.

To receive the Tidy Tenancy Award you must meet all eight of the following criteria:

- Give us at least 28 days' notice that you are leaving
- Contact us to arrange for your Housing Officer to inspect your home before you go
- Return all keys for the property
- Give us a forwarding address
- Contact your gas/electricity suppliers to give them a final meter reading. You must also supply us with final meter readings
- Your home and garden are tidy, clean and cleared
- The wheelie bins are at the property
- Any repairs that we have asked you to do are finished

***How will I be paid?***

We will either send you a cheque or make a credit to your bank account if you have given us your details. Payment is made to the outgoing tenant. If you have a joint tenancy, it will be paid in joint names unless another arrangement has been made with us in advance. If you owe us other debts, these will be taken off the award before it is paid to you.

**When does this scheme not apply?**

- Tenants transferring to another Albyn Housing property
- People doing a mutual exchange
- Sharing Owners

***If you are thinking of moving and would like to know more about the Tidy Tenancy scheme, contact any member of our Customer Services Team.***