

Leaving your Council home Notice to end your tenancy

Absolutely Positively **Wellington** City Council

Me Heke Ki Pōneke

**City Housing, 113 The Terrace, Wellington 6011. Phone 04 499 4444.
You can hand this form in at the Contact Centre, 12 Manners Street, Wellington.**

Please PRINT clearly.

1. Name and contact details	
Mr / Mrs / Ms / Miss / Dr (Please circle which applies)	
First name	Last name
Postal address	
Suburb	
City	Post Code
Phone	Mobile
Email	

Date of notice given	/	/	All keys returned/Tenancy ended	/	/
BSR	B/R		Storage shed/Locker number (if applicable)		

2. Why are you leaving?		
New address for service		
Phone (home)	Phone (work)	Mobile
Next of kin or contact person	Name	Phone
	Address	

According to our records you need to pay \$ [REDACTED] rent and you owe \$ [REDACTED] (for work done on your home which is your responsibility). You must pay these amounts before you leave your flat. All outstanding debt will be collected through the courts or listed with a debt collection agency.

2. How did you tell Wellington City Council you were leaving?		
In person	In writing	Other (please specify)
Tenancy start date	/ /	Rent account number
Bond number	Bond amount	
Tenant Signature	Date	/ /
City Housing staff signature	Date	/ /
Number of keys returned	Date	/ /

<i>Notice given in system</i>	<i>Terminated</i>	<i>Signature</i>
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3. Moving our Checklist

You must do the following before you move out of your Council home

Give City Housing 21 days notice of your intention to leave.

Pay for any damage caused to the property.

Remove all personal belongings and rubbish from the premises, storage shed, under the house, under the roof and from the grounds of the property.

Make sure your rent has been paid and there is no money owing.

Leave the house clean and tidy. Clean the bathroom and toilet.

Clean the kitchen and stove top thoroughly. This includes the sides of the stove and around and under the elements.

Pull the stove out from the wall, and clean the walls and floor.

Stop your automatic rent payment from your bank or from Work and Income NZ.

Fill out change of address forms at a NZ Post Shop, so that your mail will be sent to your new address.

Remove any padlocks from your letterbox.

Arrange for the power company to read your electricity meter and have the final account sent to your new address.

Arrange for your phone to be disconnected and the final account sent to your new address.

You must do the following in the grounds of your Council home (*if applicable*) before you move out

Mow the lawns.

Leave the garden tidy and free of weeds.

Remove any compost.

Cut any hedges.

Fix any broken or sagging lines on your clothesline.

Remove all garden and house rubbish (this includes hedge or grass clippings).

Clean out the garage and any garden shed and remove any personal belongings and rubbish.

4. Inspection

City Housing staff may inspect the property during the 21 days notice to vacate period (we will give you 24 hours notice of our visit).

If you don't leave your council home tidy and in good condition the council may need to clean, clear and repair any damage to the premises. You will have to pay for this work.

5. Keys

Please return all keys (including storage, laundry and shed keys) to City Housing. If you do not return all keys we will need to change the locks. You will be charged for any lock changes.

4. Bond

You will receive your bond after your Council home has been inspected (this may take up to four weeks). Provided there is no rent owed, no charges for cleaning, damages, removal of belongings, removal of rubbish or any other money outstanding then you will receive your bond in full.

4. Inventory

You must make sure that all items listed on your tenancy agreement are left in your Council home.