

Belongings left in a Council property

Under the terms of your tenancy agreement you are expected to remove **ALL** personal belongings and rubbish when you leave your property



Before you hand back your keys

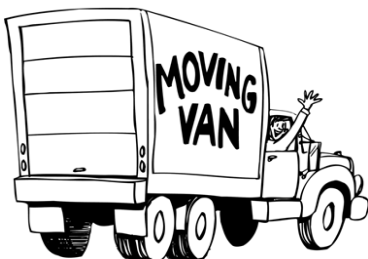
Before handing your keys back to the Council you must ensure

- Removed all belongings, including furniture, curtains and carpets;
 - Emptied all cupboards, shelves, shed and other storage spaces;
 - Removed all items from the garden;
 - Removed your own fixtures and fittings;
 - Given notice on any white goods that you rent from us and arranged for removal by us;
 - Cleared all loft spaces.
 - Clean property throughout including floors/ skirting boards & windows to include window frames.
- **If you have unwanted belongings**

If you are going to leave unwanted belongings you must complete a “disposal of goods” form either at your pre-termination visit or when you hand your keys in – even if these items have no value. This form gives the Council permission to dispose of anything left behind when we clear the property, avoiding the need for storage which can be costly.

The Council’s responsibility

We can dispose of rubbish and items of no value straight away and there will be a charge linked to this, but, unless you provide a completed “disposal of goods” form the Council has a legal duty to store other belongings for 28 days and give you the opportunity to collect them before we dispose of them. You will be charged the full costs the Council incurs for the removal and storage of these items and costs can range from £100 upwards



Disposal costs

If you leave possessions in your home, garden or outhouse we will charge you for any costs we incur including:

- The cost of removing the goods from the property
- The cost of storing your property (if we don't have the disposal of goods form signed)
- The cost of disposal of the goods



Collecting Debts

We will send you a bill for the costs we incur.

If you do not pay we will take appropriate action.

Contact us

If you have any queries then please contact Customer Services on 01325 405333, or by visiting the Town Hall or email on customerservices@darlington.gov.uk



Useful Telephone Contacts

StreetScene (bulky waste collection)	01325 405111
Housing Services (inc repairs)	01325 405333
Housing Benefit	01325 405444
Adult Social Care	01325 406111
Children and Families	01325 406222
Births, Deaths & Marriages	01325 406400
Education	01325 406333
Compliments, Comments and Complaints	01325 406777



Housing & Building Services

Ending your tenancy – Disposal of Goods Form

Your Tenancy Agreement says that you must take all your possessions and furniture with you when you leave the property at the end of your tenancy. If you don't, the Council has a legal obligation to store your possessions for 28 days and we will charge you our storage costs as well as the costs for removing and disposing your items. Housing Services has the discretion as to what constitutes as rubbish or what needs to be stored.

If you plan to leave possessions that you no longer want in your property or in the gardens and outhouses, you can avoid paying costly storage costs by completing this form and giving us permission to dispose of your property straight away.

Please Note: you will still have to pay the cost of removing and disposing of the property but will avoid the storage costs.

Name of tenant

Address of property

Forwarding address

I/we give permission to dispose of any possessions that I/we have left at the property stated above.

I/we understand that I/we will be recharged for the cost of clearing/removing any items left behind

Signed (tenant):

Signed(tenant):

Date:

Witnessed by:

Position: