

Transfer promise



I/We _____ hereby confirm and promise that:

1. I/We have asked Homes Plus ("the landlord") to authorise my/our transfer to another property, where I/we will be granted a new tenancy.
2. I/We understand that the landlord is under no obligation to authorise my/our transfer. The decision to authorise is entirely at the discretion of the officers of the landlord and may be withdrawn at any stage during the process until such time as my/our current tenancy is terminated.
3. I/We understand and agree that, in the event of a transfer progressing, it is a specific term of my/our transfer that I/we must:
 - a. Continue to comply with all the terms of my/our tenancy agreement as signed to on _____, including terms relating to repair and damage to the property; and
 - b. Leave my/our current home, including all parts of the building and any garden area, in a good, clean condition and clear of all my/our possessions, including any waste.
4. I/We understand that in accordance with the terms of my/our tenancy agreement and/or in accordance with this promise, all necessary works to the property will be completed prior to returning the keys to the property, save for any works which the landlord and I/we agree are due to general wear and tear. Such works that are my/our responsibility include, but are not limited to:
 - a. **All minor repairs to the property.** These include, but are not limited to:
 - Repairing to a good condition and/or removing - as agreed with the landlord - any equipment, fixtures or fittings that I/we have fitted in my/our home or outside my/our home, such as fences, driveways or porches
 - Replacing fuses, electric plugs, fluorescent tubes and starts (except those in communal areas)
 - Removing washing lines (unless I/we share them with other people)
 - Replacing cracked or broken glass
 - Removing non-mains operated smoke alarms fitted by me/us
 - Removing outbuildings, sheds, garages or greenhouses at my/our home other than those the landlord has provided permanently for me/us
 - Removing my/our own fittings (such as cookers, carpets, lamp shades, etc..)
 - Removing any equipment, fixtures or fittings left in my/our home fitted by a former tenant and left in place at my/our request
 - Repairing any small plaster cracks
 - Replacement of plugs and chains to sink and wash basin
 - Repairing lagging of tanks
 - Repair or replacement of padlock to garage door, where applicable
 - Repair/removal of any satellite dish (unless communal) and any making good any damage to property or neighbouring property following their installation and/or removal
 - TV aerials, aerial sockets, tap wastes, WC seats and rear garden paths
 - Remedying blockage of any sink, toilet or bath

- Ensuring the property is in a good state of internal decoration
- Ensuring the property is clean, washed and clear of all rubbish and waste

You should also ensure you provide any additional keys, replacement keys or locks.

b. Maintenance of all parts of my/our garden. This includes, but is not limited to:

- Ensuring grass is kept to a length that is acceptable to the landlord
 - Ensuring that trees are maintained to a manageable height and in a good and safe condition
 - Ensuring that hedges, bushes and shrubs are well maintained and do not exceed more than 1.8 metres in height
 - Ensuring that any plants, bushes, trees or hedges - either forming my/our boundary or that grow near to my/our boundary - have not grown onto neighbouring land, causing a nuisance, annoyance or danger to others
 - To provide in good repair, any fences and gates that the landlord is not responsible for
 - To remove any external structure or hardstanding that I/we have been gifted or have adopted, that the landlord is not responsible for
- 5.** I/We understand that if I/we have made any adaptations to my/our current home and they haven't been previously authorised by the landlord, my/our application for a transfer will not progress until retrospective approval has been granted for these works or I/we have made good the adaptations by restoring the property to its former condition and good state of repair.
- 6.** I/We understand that if I/we accepted any adaptations gifted to me/us when I/we took on my/our current home, my/our application for a transfer will not progress until I/we have been able to make good the adaptations and restore the property to its former condition and in a good state of repair.
- 7.** I/We understand that in the event of the property not being entirely cleared of all my/our belongings and cleaned to the standard required by the landlord, not having all repairs completed and adaptations made good to the standard required by the landlord - and in line with my/our tenancy agreement - by or on the proposed tenancy termination date:
- a. The landlord does **not** accept my tenancy termination
 - b. I will be given seven days to make good the property
 - c. Until I/we have ended my/our current tenancy, I/we will continue to be liable for the weekly rent when it is due, in addition to any other rent for property which I am concurrently contracted to pay

Please note: as stated above, the landlord will not accept your tenancy termination if - on the scheduled end date of your tenancy - the landlord determines that the property is not in a satisfactory condition. For the avoidance of doubt, this includes instances where the landlord's officer has inspected your property and given preliminary approval but it later comes to light that there are items requiring your attention, which were not visible or apparent at the time of the inspection. This includes cleaning, repairs or making good adaptations.

- 8.** I/We understand that after the seven days have passed, if the property is still not entirely cleared of all my/our belongings and cleaned to the standard required by the landlord, all repairs aren't completed and adaptations haven't been made good to the standard required by the landlord - and in line with my/our tenancy agreement - the landlord will charge me/us:
- a. The cost of making good any and/or all of the above
 - b. An occupation charge, payable at a daily rate of _____. This covers the time taken for the works to be completed by the landlord and will be payable until the landlord deems that it has been given vacant possession of the property.

9. I/We understand and agree that in the event of any charge(s) being made in-line with paragraph eight, the following will apply:
- a. Before commencing works, the landlord will provide me/us with a list of all works which I/we have failed to complete before vacating the property
 - b. The landlord will provide written notification of the cost of the charge(s), once the works have been completed
 - c. The charge(s) will be automatically treated as former tenant arrears. They will be attached to my/our old rent account and will be pursued as part of the landlord's **former tenant arrears policy**.

A copy of this policy can be provided upon request. Full payment of these charges - or a payment plan to clear your arrears - can be arranged with your income management officer.

HP022- v3

Tenant one

Full name:

Current address:

Signed:

Date:

Tenant two

Full name:

Current address:

Signed:

Date:

In the presence of:

Employee name:

Job title:

Signed:

Date:

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