



NORWICH
City Council

Leave it tidy reward scheme

Moving out?

Would you like **£100**?

If so then read on...



Each year, the council has to spend lots of time and money cleaning and clearing out empty properties, vacated by previous tenants, before they are ready to be let again. This delays re-letting the property to those who need it.

It also means that we have less money to spend on other repairs and improvements to our properties.

You can help change this...



**Leave it tidy
reward scheme**



When you move out of your council home, we will give you £100* if you leave the property clean and clear.

To qualify for this £100 reward, you must meet all the conditions explained here.

General conditions

- Give us a minimum of four weeks' notice that you intend to move out of your council home.
- Return all the keys and fobs (if appropriate) for your property to the council, by the date requested in your end of tenancy letter.
- Leave us a forwarding address.
- Allow access to your home for a pre-leave inspection.

Decorations / fixtures and fittings

- Make sure the property is in reasonable decorative order.
- If you remove your own fixtures, repair any damage.
- You must repair everything that you have damaged.

Cleaning and clearing

- Make sure that your garden is tidy and free of rubbish.
- Remove all furniture, belongings and any rubbish from the property – including the loft, the garden, and sheds.
- Leave the property in a clean condition including windows, floors, cupboards, worktops and all sanitary ware (such as toilets and sinks).

*** The reward will be offset against any debts owed to the council. If you do not comply with the guidelines above when you move out, you will be charged for the cost of clearing your home. You will also be charged for any outstanding repairs that were your responsibility.**



If you require this leaflet in another language or format, eg large print, audio cassette or Braille, please contact Norwich City Council.

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