

## Monaghan County Council Surrender of Tenancy



You are required to give 28 days notice to Monaghan County Council of your intention to surrender your tenancy. To do this, you must complete a Surrender of Tenancy Form. If you do not give 28 days you will be in breach of your tenancy agreement and may be liable for rent for that period. In this event speak to a member of the Housing Department before surrendering your property.

I \_\_\_\_\_ of \_\_\_\_\_ wish

to surrender the keys to No. \_\_\_\_ at \_\_\_\_\_

On Behalf of the Tenant \_\_\_\_\_

In my own behalf of the Tenant \_\_\_\_\_ as Tenant

We/ I have left the above dwelling, garden and yard in a clean and tidy condition in accordance with Appendix 1 and have removed all contents from the property.

I understand that any contents that remain will be removed and disposed of by Monaghan County Council or their representatives and you will be charged for this work.

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I have advised the utility service supplier(s) of the following reading(s):

**Electricity Service Provider:** \_\_\_\_\_ **MPRN No:** \_\_\_\_\_ **Reading:** \_\_\_\_\_

(e.g. ESB/Bord Gais/Airtricity)

(found on Service Provider bill/invoice)

**Gas Service Provider:** \_\_\_\_\_ **GPRN No:** \_\_\_\_\_ **Reading:** \_\_\_\_\_

(e.g. ESB/ Bord Gais/Airtricity)

(found on Service Provider bill/invoice)

I confirm that all payments due to the local GWS are up to date and that a final meter reading has been submitted.

I confirm that I have no rent arrears outstanding on my rent account: YES  No  and understand that I am liable to pay rent up until the date of surrender.

Tenants forwarding address is: \_\_\_\_\_

If not available, the tenant's representative's address is: \_\_\_\_\_

Contact number for the tenant or representative: \_\_\_\_\_

**If you have arrears: -**

I confirm I have signed an undertaking on \_\_\_\_\_ to clear my arrears and agreed to pay €\_\_\_\_\_ per week / month of my arrears.

**Note: Official Payment Plan Undertaking form must be signed.** If in receipt of social welfare payment via the post office, you can sign a Household Budget Payment Form to clear your arrears. Forms available from Housing Section, Monaghan County Council, The Glen, Monaghan.

Signed: \_\_\_\_\_ Witness: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

This is an important document and must be returned to Estate Management, Monaghan County Council, The Glen, Monaghan. If tenant has arrears, ensure that Undertaking form to clear arrears has been signed.

**Please note:** Monaghan County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Monaghan County Council's Privacy Statement, please follow the following link: [www.monaghan.ie/housing/transfer-or-move-to-another-council-house](http://www.monaghan.ie/housing/transfer-or-move-to-another-council-house). A copy of the Privacy Statement can also be provided if you request it in writing from the Housing Office, Monaghan County Council, Glen Road, Monaghan. Tel 04730500.



## Tenant Inspection Checklist – Termination of tenancy

**Tenant Name** \_\_\_\_\_

**House Address** \_\_\_\_\_

It is your responsibility to take care of your property as set out in your tenant handbook and agreement. Whilst the Council accept there will be a level of wear and tear over the time of your tenancy it is considered that when we receive a property back from you it should be in a lettable condition.

You are requested to complete the items on this checklist prior to submitting your termination of tenancy form

	Yes	No	Comment
Has the property been cleaned ( <i>including floors/walls/cupboards/windows</i> )?			
Has all your property and unwanted furniture been removed ( <i>including attic/understairs</i> )?			
Have all the repairs and replacements of any parts of your home that are your responsibility as per the tenant handbook being carried out whilst you have been living there – <i>see list attached</i> ?			
Has any structural damage to the house (such as cracks/holes in walls) being repaired?			
Has any damage to the flooring been repaired? (stains on carpet, cracked or damaged tiles, broken floorboards etc)?			
Has any damp and mould in the house been treated?			
Has any leaks/water damage in the house been repaired?			
Has any damage to doors ( <i>including architrave/doorframe/handle/saddle</i> ) and locks been repaired and they are in good working order?			
Has any damage to all the windows and locks/handles been repaired and are they in good working order (no breaks/cracks)?			
Has the boiler been serviced in the last year – ( <i>submit documentation to show works</i> )			

Has the chimney been cleaned in the last year - <i>(submit documentation to show works)</i>			
Has any damage to furnishings and fixtures been repaired (items such as kitchen counters/fitted cupboards/drawers) and are they in good working order?			
Has any damage to heating/electrical appliances and equipment being repaired and are they fully operational (thermostats/radiators/fans/switches/doorbell)?			
Is all the Bathroom suite function working and in good order? (toilet flushes, sink and shower drains, taps not leaking, toilet seat, plugs and chain)			
Is all the kitchen suite function working and in good order?(sink/drains, taps not leaking, plug and chain)			
Is the exterior including garden, yard or outbuildings left in a clean and tidy condition <i>(ensuring that there is no rubbish/ashes remaining, lawns are cut, gutters cleaned, concrete cleaned)</i>			
If Pre pay meter is installed have you deactivated the meter box?  Code No:			

I confirm that the above is correct. In the event of not being accurate I am aware that further to a council inspection I will be liable for the costs of any repairs necessary

Signed \_\_\_\_\_ Date \_\_\_\_\_



## WHAT DO I HAVE TO REPAIR AND MAINTAIN IN MY HOUSE?

### 1. INSIDE YOUR HOUSE

*You are responsible for the repair and maintenance of the following items: -*

- \* Internal plaster cracks.
- \* Kitchen/cupboard/wardrobe doors (hinges/handles/locks/catches and drawers).
- \* Floor coverings.
- \* Chimney Sweeping.
- \* Repairs due to condensation.
- \* Wall tiles.
- \* Floor tiles.
- \* Vent covers.
- \* Curtain rails and window boards.
- \* Internal woodwork such as floors, doors and skirting boards.
- \* Doors and Windows.
- \* Replacement of broken glass.
- \* External and internal locks and handles.
- \* Window stays, catches and restrictors - on occasions we may carry out these works, at the tenants cost, if original parts cannot be sourced.
- \* Draught proofing of windows and doors.
- \* Internal tiles on window sills.
- \* Letter boxes.
- \* Timberwork on windows (internal) You are responsible for painting timber work on windows and doors once every 2 years.
- \* Window handles and locks.

### OUTSIDE YOUR HOUSE

*You are responsible for the repair and maintenance of the following items: -*

- \* Maintenance and upkeep of gardens and hedges - that must be kept in a tidy condition.
- \* Fences and garden boundaries.
- \* Front gates, side gates or doors leading to garden areas, including their support and frames.
- \* TV aerials.
- \* External sheds (where provided).
- \* External decoration.
- \* Cleaning of silt, leaves or other deposits from gutters.

### ELECTRICAL

*You are responsible for the repair and maintenance of the following items: -*

- \* Light Bulb replacement.
- \* Burglar Alarm systems.
- \* Replacement of batteries in smoke detectors.
- \* Replacement of fuses, except mains fuses.
- \* Replacement and repairs of all appliances such as cookers / washing machines / shower units if supplied. If replacement is necessary you must notify the local authority for our records.
- \* Electric appliances, fires and heaters not installed by the Council.

### DECORATION

*You are responsible for any damage to fixtures and fittings: -*

Note: If you are terminating a tenancy with the Council the walls and ceiling should be in good decorative repair ensuring complete coverage and no

streaks, runs or other defects, include for preparation of surfaces for painting by filling, sanding etc. Wall colouring should be vinyl matt emulsion washable paint colour 10.B15 (or other agreed colour to match existing). Ceilings should be vinyl matt emulsion paint colour white.

- \* Responsible for any damage to fixtures and fittings.

### PLUMBING

*You are responsible for the repair and maintenance of the following items: -*

- \* Cleaning gully traps.
- \* Cost of clearing of blocked house drain where a dwelling is served by a single drain and/or the apportioned cost of clearing the combined drain.
- \* Internal waste pipes unless it is a leaking trap.
- \* Taps on sink units and wash hand basins including leaking and dripping taps.
- \* Toilet bowls, except where it is cracked or leaking through wear and tear.
- \* Wash hand basins except where it is cracked and leaking through wear and tear.
- \* Baths except where it is cracked and leaking through wear and tear.
- \* Toilet cisterns and covers except if it is cracked and leaking through wear and tear.
- \* Toilet seat, chains and handles.
- \* Removal of blockages from sinks, baths, showers and toilets.
- \* Stopper and chain for bath, sinks and basin.
- \* Venting air locks in central heating systems.

- \* Maintenance of his/her own central heating system.

### COOKING/HEATING APPLIANCES

*You are responsible for the repair and maintenance of the following items: -*

- \* Any cooking appliances installed by the tenant.
- \* The basket grate in all fireplaces and the replacement of glass panels in doors of room heaters/stoves. Replacement items must be suited to make and model of heater/stove.
- \* Tiles on fireplace/hearth.
- \* Maintenance of gas/oil fired burners boilers - gas/oil fired burners/boilers to be serviced once annually as a minimum. Receipts of services of burners/boilers should be kept for inspection by the County Council.
- \* Maintenance of Heat Pumps - to be serviced once annually as a minimum. Receipts of services should be kept for inspection by the County Council.
- \* Sweeping chimneys twice annually as a minimum (preferably during the heating season). Additional cleaning to be carried out dependant on the type of fuel being burnt. Receipts of chimney cleaning should be kept for inspection by the County Council.
- \* Cleaning stoves externally and internally on a weekly basis.
- \* Solid fuel/gas and other heating appliances.

### GENERAL

*You are responsible for the following items*

- \* Removal of refuse from external areas around the dwelling.
- \* Removal of all materials inside and out upon vacating the property.