

# Housing Services factsheet

## – how to avoid recharges

[www.havering.gov.uk/askhousing](http://www.havering.gov.uk/askhousing)



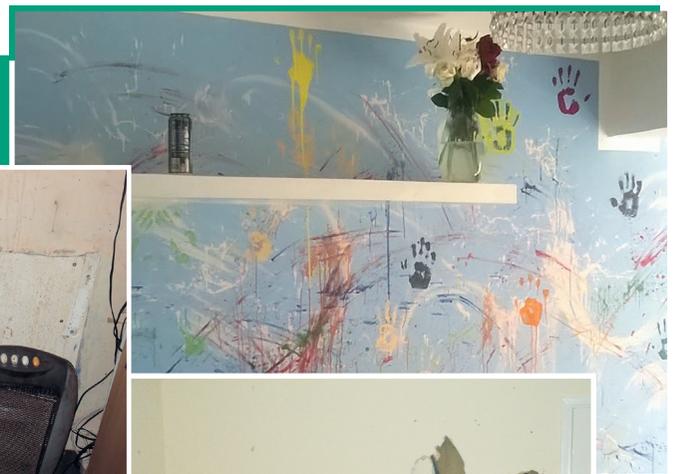
## Clearance – Internal and External

Remove all your possessions and dispose of all your rubbish from the property including the loft space, garden and any outbuildings prior to your moving date.

For bulk removal services book at [www.havering.gov.uk/BulkyWaste](http://www.havering.gov.uk/BulkyWaste). (Please note: If you are moving as part of the Housing Regeneration Programme you can claim this cost from your Disturbance Payment).

## General Cleanliness and Decoration

The walls and ceilings must be free from excessive staining, dirt, grease, human and animal excrement and graffiti prior to your moving date. Plasterboard walls must be left undamaged. If you have curtains or blinds that are in reasonable condition these can be left if prior permission has been obtained from authorised Council Officers.





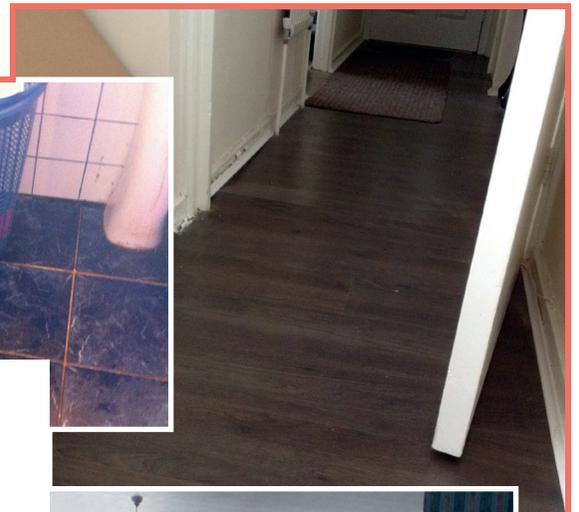
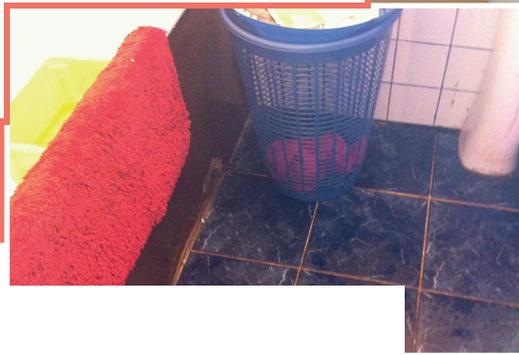
## Tenant Installations

Remove your internal and external fixtures and fittings and arrange for the areas to be made good prior to your moving date.



## Flooring

We will allow carpets in good and clean condition to remain at the property, if they require extensive cleaning, or if you have a pet, you will need to arrange for their removal prior to your moving date. We will not allow ceramic floor tiles within bathrooms and kitchens you will need to remove these prior to your moving date. We will allow good quality vinyl flooring to remain in bathrooms and kitchens. (Please note: If you are moving as part of the Housing Regeneration Programme we will allow laminate flooring that has been well laid and with no existing defects to remain within the property.)



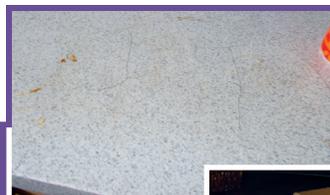
## Doors – Internal and External

Replace all damaged internal doors, rehang doors that you have removed, reinstate missing handle sets, latches, hooks that have been removed, doors must have door knockers and letter-plates on them prior to your moving date.



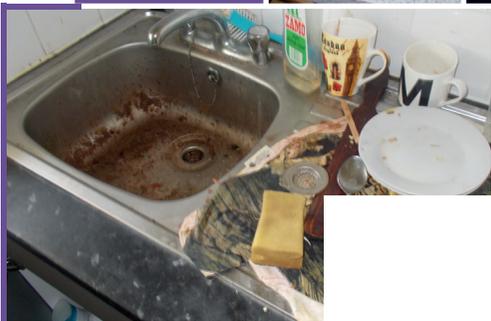
## Bathrooms

Replace missing plugs and chains to baths and basin, re-enamel chips to baths, replace damaged or renew missing bath panels prior to your moving date.



## Kitchens

Replace damaged doors and drawer fronts, rehang doors, replace worktops which have been irreparably scratched or etched, maintain regular cleaning of components to ensure they are hygienic for the next user prior to your moving date.



# Glazing

Damaged glass must be replaced prior to your moving date.



# Miscellaneous

Missing Vents, Damaged Glazed Panels Above Internal Doors, Damaged Window-boards, Missing Gas Meter Doors, Removing non-standard lighting and power fittings, removal of graffiti. This work needs to be done before you leave or you will be recharged for the work.



This leaflet does not contain an exhaustive list of what you will be recharged for but it details the most common items we identify for recharge. Each property is inspected and you will be recharged for any costs that the Council incur putting right alterations or damage which you are responsible for. Failure to pay recharges after leaving the property may result in bailiff action to recover the costs.

If you have any questions or need clarification please complete the online form at:  
[www.havering.gov.uk/askhousir](http://www.havering.gov.uk/askhousir)

