



### **Termination of Tenancy**

If a tenant intends to terminate his/her tenancy and move out, at least one month advance written notice to the Estate Office is required. Tenancy termination date would be on the last day of the month. Application form for termination of tenancy can be obtained at the Estate Office. Important points are highlighted as follows:

1. **Prompt return of vacant possession**

Tenant shall:

- return vacant possession of the flat to the Hong Kong Housing Society (HKHS) on or before the tenancy termination date as stated on the termination notice;
- clear all the rent and out-goings;
- return all the keys of flats.

2. **Reinstate the flat to original**

Tenant shall reinstate the flat at own expense if he/she has decorated the flat after moving in:

- reinstate all the fixtures and fittings to its original status;
- restore all the fixtures and fittings taken over from the former tenant to its original status;
- remove all the additional fixtures and fittings which were installed by the tenant; and
- remove and clear all the furniture, odds and ends and rubbish.

If tenant fails to perform the above, the HKHS will deduct the outstanding charge such as rent arrears, cleaning and repair charge and relevant administrative fee from the deposit before refund.

3. **Inform the concerned utility company and bank**

- to inform the concern utility companies to terminate the respective accounts.
- to inform bank to stop the autopay services if tenant paid rent by autopay through bank every month.

4. Rent deposit paid by the former tenant would be refunded within 28 days after termination of tenancy if there is no outstanding charge and vacant possession of flat is satisfactorily obtained.

### **Enquiries**

The above information is for reference only. For details, please contact the Estate Office so that we can render assistance.