



**VOID INCENTIVE SCHEME
ARE YOU ENTITLED TO A
PAYMENT OF £100?**

INTRODUCTION

If you are ending your tenancy and you return your property to Knowes in a clean, rubbish-free condition and have no recoverable repairs identified, you may meet the criteria to apply to our Void Incentive Scheme for a payment of £100. This scheme is to encourage you to clear your house and may also prevent you from being liable for rechargeable repairs.

WHAT HAS TO BE DONE?

The following must be carried out prior to your keys being returned to the Association.

- All carpets and floor coverings must be removed – with the exception of any that the Association has given you permission to leave.
- All furniture must be removed from the property.
- All rubbish must be removed from the property.
- The bin area must be left clean and tidy.
- Arrangements must be made with West Dunbartonshire Council for the uplift of any bulk items.

PROPERTY INSPECTION

Once your keys have been received, the Association's Maintenance Officer will inspect the property and confirm whether all criteria have been met to qualify for the Incentive Payment. We will also check with West Dunbartonshire Council that arrangements have been made for any bulk items to be uplifted from the back court area.

PAYMENT

If your application is successful and approved, our Finance Section will arrange for a cheque to be sent out to you at your new address.

**PLEASE REMEMBER TO COMPLETE AND
RETURN YOUR APPLICATION FORM TO
THE ASSOCIATION WITHIN 14 DAYS OF
YOUR TENANCY BEING TERMINATED.
OTHERWISE, YOUR APPLICATION
WILL NOT BE CONSIDERED.**



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