

TENANCY TERMINATION FORM

Name/s:

I/we hereby give one month notice to terminate the tenancy at:

.....

.....

(address of property)

on:

(date your tenancy will end e.g. four weeks from today)

I/we undertake to clean and clear the property, to give up the property with vacant possession, and to return the keys to you, the Landlord, by:

..... (no later than the date of surrender)

I/we have cleared my/our rent account in full up to the expiration date of this notice.

If I/we do not hand in the keys by the date of surrender, I/we undertake to reimburse you for the cost incurred in changing all existing locks at the surrender property. (You may also be charged rent if the keys are not received by the date your tenancy terminates). Hastoe will recharge for the cost of cleaning/clearing any items left behind inside the property or in the garden and will dispose of all goods left behind as soon as the property is void – these costs will be recharged to the outgoing tenant.

Signed:

(must be signed by all those named on the tenancy agreement)

Date:

(must be at least one month before the date given as the expiration date above)

My/our forwarding address is:
.....
.....

(please provide your new address)

My/our reason for leaving the above property is:
.....

Name & address of electricity supplier:
.....

Is the electric meter a pre-payment card meter?

Name & address of gas supplier:
.....

Is the gas metre a pre-payment card meter?

Personal information supplied by you will be held by Hastoe Housing Association and used in accordance with the Data Protection Act 1998. This information will not normally be passed on to third parties without your specific agreement. Exceptions to this are listed in Hastoe's Confidentiality Policy, which is available free from any Hastoe office.