

**TERMINATION OF TENANCY**

**NAME:** \_\_\_\_\_  
**CURRENT ADDRESS:** \_\_\_\_\_  
**NEW ADDRESS:** \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_

Will you be a LODGER/OWNER-OCCUPIER/TENANT/OTHER? (Delete where inapplicable)

If TENANT, please state landlord: \_\_\_\_\_  
 \_\_\_\_\_

I/We hereby give notice of termination of my/our tenancy as at the date hereinafter mentioned and authorise you to relet the house of which I am/we are the tenant/tenants at the above address from:

\_\_\_\_\_ (tenants must give 28 days notice of leaving)

I/We understand that I/we must carry out the following and that failure to do so will result in the Association being entitled to recover any costs reasonably incurred:

1. Return all keys by 3pm on \_\_\_\_\_. I/we understand that failure to return keys by this date will result in rent being charged at the rate of £\_\_\_\_\_ per day. Please ensure all keys/cards for gas/electric meters are handed in at the same time.
2. Pay off any outstanding rent and other sums due to the Association, as at the termination date.
3. Allow access to staff and prospective tenants prior to the termination date.
4. Clear the house of all furnishings, plenishings and personal belongings of whatever nature on or by either the termination date or when returning my/our house keys, whichever is sooner. In the event of my/our failure to do so, I/we hereby irrevocably authorise the Association to remove all such items and to dispose of them in such a manner as the Association may see fit, I/we having no claim whatsoever against the Association in the event of such disposal taking place, but reserving to the association the right to recover the costs of such disposal from me/us.
5. Clean all floors, fitments and fixtures and otherwise leave the property in a neat, tidy and habitable condition.
6. Where applicable, leave the garden ground, common entries and common grounds in a neat and tidy condition.

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Joint Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CHECKLIST FOR LEAVING YOUR TENANCY**

- You must give 28 day's written notice of your intention to leave your tenancy. This should include the written consent of any joint tenant.
- Allow access to Pineview staff to carry out a pre-leaving inspection of the property.
- Ensure your rent is paid up to the end of tenancy and any outstanding rent arrears and rechargeable repairs costs are paid.
- Completely clear and tidy your house. This should include any cellars, lofts and sheds/outhouses. The grass should be cut and the garden tidied and left clear of rubbish.
- Carry out any repairs to the property that are your responsibility. These will be highlighted to you at the pre-leaving inspection. Any repairs you fail to carry out will be charged to you.
- You must remove any fixtures or fitting installed by yourself unless you have received written permission from the Association to leave in place.
- Contact utility companies (gas, electricity) to advise of your change of address. If you have pre-payment meters ensure you leave the keys/cards at the meters.
- Advise Council Tax/ Housing benefit of your ending your tenancy.
- Arrange for qualified tradesmen to disconnect cooker and washing machines.
- If you are disposing of bulky items ensure that you allow sufficient time for these to be picked up before your tenancy ends. You will be charged if the Association has to arrange for these items to be removed from your property or garden.
- Arrange for all mail to be forwarded to your new address. We will not be held liable for any mail after you leave your tenancy.

**If you have any queries about any part of this please contact your Housing Officer at the office.**