



TERMINATION OF TENANCY

I/We _____* hereby give 28 days notice of my/our intention to terminate my/our tenancy of the property at:

Address

(including Flat Position _____
Please include Postcode)

My/Our forwarding/contact address is as follows: _____
(please include Postcode)

Contact Tel No. _____

My/Our reason(s) for terminating is/are as follows: _____

Notes for Tenant

1. **Rent**

You are liable for rental payment until expiry of the 28 day notice period.

2. **Keys**

The keys for your property will be collected at your terminating address on the date of the termination. Your keys **must not** be posted through the mail or office letterbox. If you fail to allow access to collect the keys causing delay you will be charged extra rental or the locks will be changed and the costs involved charged to you. You will be required to return all keys supplied at the beginning of your tenancy and this will be checked against the details in your house file. **Two front door, back door, door entry keys and vestibule keys, where applicable, should be returned otherwise you may be charged for new keys/locks.**

3. **Pre-Termination Inspection/Repairs**

Your Housing Officer will contact you within 7 days of receipt of your termination notice to arrange a pre-termination inspection. This pre-termination inspection will be carried out jointly by the Housing Officer and Technical Officer and will identify any repair work **beyond those attributable to fair wear and tear** which will require your attention prior to the keys being collected.

Your Housing Officer and Technical Officer will revisit prior to the termination date to ensure identified work has been carried out. Failure to complete the work to a satisfactory standard would result in the keys being refused and additional rent being charged; alternatively you could be recharged for the cost of this work.

This pre-termination inspection is a condition of your Tenancy Agreement and your co-operation is therefore imperative.

The property must be:

- a) Left clean, with all woodwork (e.g. doors and skirting), kitchen units and all sanitary ware being cleaned before you leave the property.
- b) No belongings must be left in the house, loft, stair or garden. Any items remaining within the property will be removed and destroyed by the Association. You will be re-charged for the cost associated with the removal of such items. All carpets, blinds, curtains, flooring must be removed prior to the keys being collected.

NB Your local Council Cleansing Department will uplift large/bulky items by special arrangement. You should make arrangements directly with your local Council Cleansing Department.

- c) Any adaptations/modifications you have made, unless previously approved, should be restored to the original condition applicable at the time of let otherwise re-charges may be applied.

Please ensure that you sign and date this form before returning

* In the case of joint applicants, both parties must sign.

Signature (Tenant) _____

Signature (Joint Tenant) _____

Date: _____

For Official Use:

Verify Tenant(s) Signature: [] verified by, Signature: _____

Termination Date: _____

Pre-Termination Inspection Date: _____

Rent Account Balance at Termination Date: £_____ to be cleared prior to the termination date/provided housing benefit is paid up to the termination date (*delete as appropriate)

Admin Assistant:

- Issue Termination Letter:
- Prepare Re-let Sheet for HO:
- Update Void Register:
- Update IBS Accordingly: