

# Tenancy Termination Form

## Tenant giving notice

This form is to be completed when you wish to terminate your tenancy because, for example:

- a) You are moving into the private sector, including residential care or with family / friends, or
- b) You have accepted a transfer to a Housing Association property.

**Four weeks' notice is required to terminate your tenancy. This form must be completed and received by us before a notice period can start.**

If your tenancy started before 03 April 2016, your notice will take effect from the Monday following the date that we receive this form, and your tenancy must end on a Sunday.

If your tenancy started on or after 04 April 2016, your notice will take effect from the day that we receive this form, and your tenancy can end on any day.

We will write to you to confirm the date that your tenancy will terminate, and the details of any rent due up to this point. You must provide vacant possession by 12:00 (midday) on this date otherwise we may change the locks and then recharge you. If you have asked someone else to return the keys for you, you must make sure that they have a letter signed by you giving them permission to return the keys on your behalf.

For full details on how to terminate a tenancy, including how we process terminations, please refer to our Tenancy Terminations Policy, found at [www.runnymede.gov.uk/housing/policies](http://www.runnymede.gov.uk/housing/policies).

### 1. Tenant's details

<b>Title</b>	Mr		Mrs		Miss		Ms		Other	
<b>First Name</b>										
<b>Surname</b>										
<b>Date of Birth</b>	dd / mm / yyyy				<b>NI No.</b>					

<b>If you are not the tenant, please provide your details, including your relationship to the tenant</b>			
<b>Contact Name</b>			
<b>Contact No.</b>		<b>Relationship</b>	

<b>Contact Details:</b>	<b>Home</b>		<b>Preferred?</b>	
	<b>Work</b>		<b>Preferred?</b>	
	<b>Mobile</b>		<b>Preferred?</b>	
	<b>Email</b>		<b>Preferred?</b>	
<b>Address you are leaving:</b>				

<b>Post Code</b>		<b>Rent Reference</b>	

<b>Date that you want your tenancy to end</b>	
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Remember, you must give at least 28 days notice, and:

- If your tenancy started before 03 April 2016, your notice will take effect from the Monday following the date that we receive this form, and your tenancy must end on a Sunday.
- If your tenancy started on or after 04 April 2016, your notice will take effect from the day that we receive this form, and your tenancy can end on any day.

## 2. Details of your current home

<b>What type of property are you leaving?</b>	House		Maisonette	
	Bungalow		Flat	
	Bedsit		Other	

<b>How many bedrooms does the property have?</b>	0		4	
	1		5	
	2		6	
	3		Other	

<b>Has the property been adapted to meet someone's disability needs?</b>			Yes / No	
<b>If yes, what adaptations have been installed?</b>	Wet room		Buggy store	
	Ramped access		Wheelchair accessible kitchen	
	Shower over bath		Stair lift / through-floor lift	
	Widened doorways		Other	
<b>If other, please provide details:</b>				

<b>Does the property have any of the following?</b>	Garage (attached to property)		Garage (not attached to property)	
	Exclusive garden		Shared garden	
	Driveway / off street parking		Separate dining room	

<b>Does the property have a key safe (a box with a combination lock where a spare key is stored, usually for carers / emergency use)?</b>	Yes / No
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If yes, please provide the code so that it can be reset for the next tenant:

### 3. Forwarding details

<b>Forwarding address:</b>	
<b>Post Code</b>	
<b>E-mail address</b>	

### Declaration

By signing this form, you acknowledge that it is your responsibility to:

1. Continue to pay your rent and any other service charges on this property until your tenancy ends – any outstanding charges at the end of your tenancy may be transferred to your new rent account which could place it at risk. Where the tenant has passed away, any outstanding rent or service charges will be charged to the late tenant's estate;
2. Ensure that the property is vacant, left secure and all keys are returned to us as agreed (including any gas / electricity pre-payment keys);
3. Ensure that the property (including the garden) is left clean, tidy and free from any personal items and/or rubbish (if you do not, you may be recharged our costs for any necessary repairs, cleaning or removal of items).

#### You

<b>Print Name (block Capitals)</b>	
<b>Signature</b>	
<b>Date</b>	

#### Joint Applicant

<b>Print Name (block Capitals)</b>	
<b>Signature</b>	
<b>Date</b>	

Once completed, please return to  
Housing Allocations at Runnymede Civic Centre, Station Road, Addlestone KT15 2AH

**FOR STAFF USE ONLY**

<b>Expected end date</b>			
<b>Date actioned on Northgate</b>			
<b>HousingVoids notified?</b>	<b>Yes</b>		<b>No</b>
<b>Date confirmation letter sent</b>			
<b>Completed by (name)</b>			