

TERMINATION OF TENANCY



Tenant's Name(s):

Property Address:

Garage/Car Port Address: Shed No:

Does your Bathroom have adaptations? YES/NO (give details)

Does the property have a self contained dining room : YES/NO

I/We hereby give 4 weeks notice to vacate the above property on:

Monday by 11.00am, together with garage/car port.

I/We undertake to hand into the office all the keys for the above property and car port/garage on or before 11.00 am on the above date. All keys must be handed in at the same time. A receipt must be obtained for the keys and kept as your proof of returning your keys.

I/We understand that failure to do so will render me/us liable for the payments of rent until such time as the keys are returned. Rent will be charged up to 11.00 am on the Monday after they keys are received.

I/We understand that I/We will be required to allow access for a pre termination visit to be carried out on the above property.

It is possible that the property will be offered to a new tenant during your notice period.

I/We accept that the property must be left in a satisfactory condition as required by the terms and conditions of my tenancy and that the cost of any necessary work or clearance of any items left following my/our vacations must be paid by me/us.

We will dispose of any items left in the property as they will be treated as abandoned.

My forwarding address will be Telephone number:

My reason for vacating is: Tenant deceased: Going into Nursing Home:
Buying in private sector: Moving to Housing Association Property:

In case of death please attach copy of death certificate.

Other, please specify

Print name(s):

Signed: Dated:

Could you also please supply us with the names of your Gas and Electricity suppliers:

Gas Electricity

When completed, this form must be returned to our office on Blackhorse Road, Letchworth Garden City SG6 1HA

Or signed, scanned and emailed to Lettings@settlegroup.org.uk

SURRENDER (end) OF TENANCY



Tenant's Name(s):

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Buying in private sector: [] Moving to Housing Association Property: []

In case of death please attach copy of death certificate.

Other, please specify

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1HA

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IMPORTANT

When you end your tenancy and before you return your keys, you are responsible for the following:

- **Your property** must be left clear. All possessions including carpets and rubbish **MUST BE** removed and disposed of (not left in the garden). This includes lofts, sheds or any outbuildings.
- **Your property** must be cleaned throughout. Any damage to the fabric of the property or to fixtures and fittings such as doors, skirting, cupboards, and walls **MUST BE** rectified.
- **Your garden** must be cleared of all rubbish, animal faeces, toys, timber and disused sheds. Greenhouses must be removed and disposed of. Your garden should be left in a manageable condition for the next tenant.

(Failure to meet these requirements means you **WILL** subject to a recharge).

HELP

There are organisations locally that can help with clearance of furniture such as Furniture Link – 01462 683800. North Hertfordshire District Council, offer a bulky refuse collection service (this is at a charge) – Tel: 01462 474000. There are local companies who offer clearance services, details available in the Yellow Pages, the local press or on the internet.

We can also provide you with a quotation for the removal and disposal of unwanted items. Please contact us for details on 0330 343 0016