

## NOTICE OF TERMINATION OF TENANCY

**I / We..... (full names) hereby give four week's notice on behalf of myself and my joint tenant..... (name) to terminate the tenancy of:-**

(address).....  
.....

Home tel: ..... Mobile: .....

My / our tenancy will end on: Monday ..... (date)

(Note: this must end on a Monday at 12 noon)

**I / We agree to return the property keys to the offices of SSHA by 12 noon on the date of termination and to clear the property of all my / our possessions, leaving it clean and tidy. If items have to be removed and disposed of by SSHA when the keys are returned I understand I will be recharged for the cost of this work.**

**I / We agree that mesne profits (a sum equivalent to the full weekly rent) shall be charged to my rent account if the keys are not returned by the termination date and for each week thereafter and that SSHA can change the locks to the property, charging me the actual cost of doing this, including labour.**

**I / We understand that I / We must give consent for officers of SSHA to enter the property during the notice period to carry out property inspections as required and failure to do so may result in a charge equivalent to the weekly rent being made to cover costs incurred by SSHA as a result.**

**I / We agree that if I / We return the keys to the property prior to the end of the four week notice period, the keys will be accepted on the understanding that no further access is required by the tenant(s). I / We understand that repair work which could include clearance on any remaining items may commence immediately however, the full notice period of four weeks will still apply.**

**All correspondence should be forwarded to my / our new address at:-**

.....

.....

**Reason for moving:-**

.....

Home tel: ..... Mobile: .....

Type	<input type="checkbox"/> House	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Flat
Size of property	Number of bedrooms			
	Number of living rooms			
	Number of steps to front door			
	Floor level (if a flat)			
	Garage			
	Details of parking			
	Garden	<input type="checkbox"/> Communal	<input type="checkbox"/> Private	<input type="checkbox"/> None
	Heating type	<input type="checkbox"/> Oil	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric
	Any disabled adaptations	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		Details		
	Stair lift	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Bath <input type="checkbox"/> Separate shower <input type="checkbox"/> Level access shower			
Gas	Supplier name	<input type="checkbox"/> Quarterly <input type="checkbox"/> Key meter		
Electric	Supplier name	<input type="checkbox"/> Quarterly <input type="checkbox"/> Key meter		

**DO YOU HAVE A SMART METER AT YOUR PROPERTY**

**Please leave all pre - payment keys, fobs and cards in the home and take a final meter reading. It would be helpful if you could hand in a copy of the readings with your keys.**

**If you also rent a garage from us and want to end this tenancy then you will need to complete a separate form. If you wish to continue renting the garage from us then the weekly charge may increase - please call us to discuss this.**

**Signed:** (tenant) ..... **Date:** .....

**Signed:** (tenant) ..... **Date:** .....

**Officer:** ..... **Date:** .....



## **Before Your Tenancy Ends**

### **Notice Period**

**At least four week's notice must be given and your notice will only be accepted once we receive a signed and completed Termination Form at our offices.**

### **Once We Have Received Your Completed Termination Form**

We will contact you to confirm the date of termination. It is important that you don't assume your notice has been accepted, and if you do not receive a letter please contact us as a matter of urgency.

### **Property Inspection**

During the Notice Period a property inspection will be carried out by your Neighbourhood Management Officer who will advise you of any repairs that are **your** responsibility.

### **Returning your Keys**

The keys **MUST** be returned to our offices by 12 noon on or before the Monday the tenancy ends.

## **Once Your Tenancy Has Ended**

### **Rent Account**

Once we have received your keys and your Notice Period has ended we will end your Tenancy and close your rent account. You will be liable for rent until this date even if you are no longer living at the property and we will write to you to let you know the final balance of the account. Please note that if Housing Benefit is being paid at the time the tenancy ends an adjustment may be needed, this can take a few weeks.

If you pay by Direct Debit/Standing Order it is your responsibility to cancel your Direct Debit/Standing Order after your tenancy ends.

**Please note you may not be considered for housing by SSHA/MMHA at any time in the future if you leave your property in poor condition and/or you owe the Association money.**



## **ADVICE TO OUTGOING TENANTS**

***Leave the property in a clean and tidy condition:  
Specifically:***

### **FLOORS**

**Remove all carpets and/or laminated flooring. Ensure all floors are free of underlay and glue. Gripper rods need to be removed.**

### **WALLS**

**Make good any holes in walls with filler and paint.**

**Ensure walls and paintwork/ window frames are free of stains or marks, wipe down where necessary.**

### **FIXTURES AND FITTINGS**

**Empty out and wipe clean all cupboards and drawers including cooker void.**

**Any SSHA fixtures and fittings removed by tenants must be returned to their original position.**

### **GARDENS**

**Should be left in good order, all rubbish/ litter, personal effects, sheds and greenhouses (including bases) should be removed.**

### **GENERAL**

**Remove all personal effects and any rubbish from the property.**

**Large items must be removed, not left outside the property.**

**Any damage to fixtures and fittings made good.**

**Don't forget to clear the loft space!**