

Termination of Tenancy

This form should be used by the tenant or authorised representative to end the tenancy.

Names(s) of tenants(s) _____

I/We (full name) _____ give one

calendar months' notice to end the tenancy of (address of property)

The property will be left with vacant possession and all the keys will be returned to Radcliffe Housing Society by 12 noon on _____

Reason for ending the tenancy _____

Forwarding Address: _____

In signing this notice I understand that:

- If the keys are not returned by 12 noon on the date the tenancy ends, additional rent will be charged until the keys are returned.
- All keys and or fobs must be returned at the end of tenancy. Failure to do so may result in a recharge.
- Before the tenancy ends we will inspect the property.
- Any damage, repairs or clearance necessary will be recharged.
- Rent is charged for the calendar month period of this notice.
- Radcliffe Housing Society will confirm in writing the date the tenancy will end.
- Where possible, any outstanding rent should be paid from the estate of a deceased tenant by the Personal Representation, if there are sufficient funds.
- Any relevant Standing Order/Direct Debit (if applicable) will be cancelled and that I will inform Radcliffe when done so;

Please tick

- I am a tenant or the personal representative of the tenant
- The tenant has died (please attach the death certificate)
- I have the power of attorney (please attach the document of authority)

Signed _____ Date _____

Would it be convenient to allow prospective tenants to view your property before the period of notice ends?

Yes No Contact Phone Number _____

Name of gas supplier _____

Name of electricity supplier _____

Please return this form to:

Radcliffe Housing Society Ltd
Radcliffe House
Homefield Road
Riverhead TN13 2DU

enquiries@radcliffehs.org