

# 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)

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

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**Reason for ending the tenancy** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

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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 sign and return this form to:

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