

TERMINATION OF TENANCY

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



I/We **give four weeks notice to end the**
(full name(s))

tenancy of
(address of property)

The property will be left with vacant possession and all the keys will be returned to Russet Homes on Monday

Reason for ending the tenancy

Future address (if moving)

In signing this notice I understand that:

- If the keys are not returned by 10.00 a.m. or the time agreed with the Area Housing Officer on the Monday the tenancy ends, an additional week's rent may be charged, as well as the cost of changing the locks.
- Before the tenancy ends we would like to inspect the property. Please see the leaflet "Moving in-moving out?" about the condition of the property. Any damage, repairs or clearance necessary may be recharged.
- Any items or furniture left in the property will be disposed of by Russet Homes and may be recharged.
- Rent is charged for the four week period of this Notice.
- If the tenant has died no Housing Benefit will be paid. Charges will be waived for two weeks from the Monday following the death of the tenant to clear the property. A further two weeks can be agreed if necessary but full rent will be charged. Any outstanding rent should be paid from the estate of a deceased tenant by the Personal Representatives, if there are sufficient funds.

Please tick one of the following:

- I am the tenant
or
I am the Personal Representative of the tenant and *either*
- the tenant has died *(please attach the death certificate)* or
- I have the power of attorney *(please attach the document of authority)*
- My address is:
.....

Signed **Date**

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.....

Names of gas supplier **& electricity supplier**

Please return this form to: Russet Homes, Regional Office (Tonbridge), Allocations Section, Enterprise House 2, Avebury Avenue, Tonbridge, Kent, TN9 1TL.

(Top copy – Housing Advisor; middle copy – Housefile; bottom copy – Tenant)