



Notice to Terminate Tenancy

Name of Tenant(s) _____

Address of Property _____

Tel No: National Insurance No(s):

In accordance with the terms of my Tenancy, I hereby give a minimum of four weeks' notice to terminate my tenancy of the above address expiring on **Sunday** I understand that Havebury will contact me to arrange a pre-leaving inspection of the property.

Please indicate if you rent a garage from Havebury Y / N _____

Property Details:
 Total N° of bedrooms N° of Double bedrooms N° of Single bedrooms N° of WCs

If a flat, please indicate what floor the flat is located G 1 2 3

Have any alterations been carried out at the property? Yes / No

If "yes", please describe:

My new address will be:

..... Contact Tel No

I understand that under the terms of my Tenancy Agreement, a minimum of four weeks' notice is necessary and that I am responsible for the rent of the premises throughout the Notice period, even though the keys may be returned before the expiry date.

I have also read the notes below and understand my responsibilities when giving up the tenancy

Signed Date

Signed Date

You must ensure that, when vacating the property, you have informed your utility suppliers and that all items not belonging to Havebury have been removed from the property, garden and any outbuildings. The property, garden and outbuildings should be left in a clean and tidy condition, free from rubbish.

Failure to comply with the above conditions may result in any necessary repairs or clearance being made rechargeable to you.

Please circle one of the options to tell us why you are moving.

Cost	Property Size (too big)	Property Size (too small)	Location
Employment	Family/Relationships	Neighbours	Other

Telephone: 0300 330 0900 Website: www.havebury.com
 Havebury House, Western Way, Bury St Edmunds, Suffolk, IP33 3SP



MOVING OUT

Please see below some important information about how we expect the property to be left. There are also details of costs you may be liable for if we need to clear, repair or replace things in the property.

BEFORE YOU MOVE OUT

You must remove all of your furniture and belongings, including carpets, anything stored in the loft, garden or shed(s) and communal areas.

We will need to carry out a number and safety checks.

You must allow us access to the property to;

- Undertake a Pre-leaving inspection of the property;
- Show new residents around the property;

Carry out work(s) identified by us - this includes fixing repairs for which you are responsible;

If we find any damage after you have moved out, or have to remove any items that you have left behind, we will charge you for the cost of repairing or removing them. See table below for details.

IF we have to:	Cost to you:
Standard clearance of 3 or 4 bed properties (individual quotes will be obtained if a specialist clearance is required)	£955.56
Standard clearance of 1 or 2 bed properties (individual quotes will be obtained if a specialist clearance is required)	£477.78
Garden clearance, including removal of the shed	Quotable
Renew and hang an internal door	£127.69
Rehang an internal door	£60
Replace door handle set	£35.18
Replace cupboard handle	£13
Replace kitchen base unit door	£70
Replace kitchen drawer	£65
Replace kitchen drawer front	£65
Replace a bath panel	£50
Replace shed locks	£50
Repair holes in ceiling or walls	£45 (minimum)
Replace a mains smoke alarm	£85
Replace a surface socket and box	£25
Disconnect (but not remove) a cooker, oven, or other electrical appliance	£25 per appliance
Replace double glazed unit	Quotable

All prices are inclusive of VAT and admin.

REMOVING RUBBISH

Please place only normal household waste in refuse bins and do not over-fill.

Your local authority may be able to provide a rubbish collection service for large items - Please contact them for more details.

St Edmundsbury District Council	01284 763233
Mid Suffolk District Council	0845 606 6170
South Cambs District Council	0845 609 5438
Breckland District Council	01362 656 870
Forest Heath District Council	01638 719000

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GIVING NOTICE

Please complete and return the Termination of Tenancy Form. You must include a forwarding address.

We will agree the date and time the tenancy ends. We need at least four weeks' notice and the tenancy must end on a Sunday, if you need to change the agreed date you must contact us and give us a further seven days' notice.

Transferring to another Havebury Housing Property

If you are transferring to another Havebury property, then you do not need to give four weeks' notice. The notice you give will depend upon the date you transfer. Your Allocations Advisor will explain this to you.

THE CONDITION OF THE PROPERTY

Remember to leave the property in a good clean condition as any damage will be re-charged to you.

Inside the property

- Windows should be clean inside and out and secure;
- Curtains, blinds, tracks and poles may be left if they are in good condition;
- External doors should be undamaged and secure;
- Ceilings and walls must be free of dust, graffiti, drawing pins, hooks and Blu-tack™;
- Walls and ceilings must be in good condition, any holes caused by fixings must be filled;
- A wooden undamaged door must be fitted in each room;
- Laminate flooring subject to permission having been granted to install the flooring, may be left if not soiled, stained or damaged. We will confirm this with you when we inspect the property;
- Any anti-slip flooring fitted by us should remain in the property;
- Any shelving, cupboard or light fittings which you have installed must be removed and made good;
- Integrated hobs, ovens and cookers owned by you must be removed unless otherwise agreed by Havebury Housing Partnership;
- All worktops, wall units and cupboards must be in good condition and scratch-free;
- Stain(s) and lime scale must be removed from sinks, baths and toilets;
- All basins, WC's, sinks and baths must be undamaged and in good working order;
- Damage to the property that is not considered to be Fair Wear And Tear will be re-charged to you.

Garden and communal areas

- Grass and vegetation should be cut regularly during the growing season (normally once a fortnight);
- Sheds may be left if they are in good condition - we will confirm this with you when we inspect the property;
- All other temporary structures and greenhouses must be removed and debris cleared from the garden;
- Ponds to be filled in and made safe;
- Do not leave any items in communal areas.

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When leaving the property you must:

- Provide final meter readings to the current utility providers, i.e. Gas, Electric, Water.
- Leave any prepayment card or key for the gas or electricity in the property.
- Return the keys to the property and if applicable the key-fobs by one of the options below;
 - **Option 1**
Our preference would be to meet you at the property at a mutually agreeable time which would allow us to carry out a final inspection of the property with you in attendance, we would then take possession of the keys.
 - **Option 2**
In the unlikely event it's not possible for both parties to agree a mutually agreeable time for the key collection. The termination day will usually be a Sunday, and you must return all keys to us by midday on the Monday immediately following the termination
- The following will only be necessary if you are returning the keys to our office.
 - Close all windows
 - Lock external doors
 - Turn the electrical supply off via the main switch located in the fuseboard.
 - Shut the water supply off at the stop-tap
 - If you have a gas meter, shut the gas supply off at the isolation valve which is located adjacent to the gas meter.
- If you are unsure of any of the above please ask for further advice at the pre-leaving inspection or speak to one of our Allocations Advisors.

You are responsible for paying the rent up to the last day of your tenancy. If the rent account is in arrears on the date the tenancy ends, or repairs are discovered after the tenancy has ended you will be recharged.

IMPORTANT

If you don't return the keys, you will continue to be responsible for the rent.