



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 Number of bedrooms ☐

How many Toilets 1 2

Please tick the following bathroom type: Bath only ☐ Shower over bath ☐ Wet room ☐

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

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Moving out

When leaving your property you must make sure it is clean and in good condition - You are advised to check your Tenancy Agreement for more details of your responsibilities.

Please see below some important information about what to do before you move out, and how we expect your home to be left.

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
- 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.

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 your local authority directly for more details.

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

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- 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

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
- 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
- Return your keys and if applicable your key-fobs. 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

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.

Important

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

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