

Office Use Only - Is this a Tenancy Transfer: Yes / No



## Notice of Tenancy Termination Form

**If you want to end your tenancy, please fill in the details below and delete\* as appropriate & return to any SBHA Office.**

### Details of the tenancy to end

Name of Tenant			
Name of Joint Tenant (if applicable)			
Address			
	Post code:		
Telephone Number	Home:	Mobile:	
	Work:		

I/we\* give 28 days' notice from the date SBHA receives this form, to end my/our tenancy at the above address. The tenancy will end on

**Sunday**

**N.B. The day that your tenancy ends must be a Sunday.**

Please tell us why you are ending your tenancy in the box below.

The following person(s) are over the age of sixteen and live at this address as their principle home. They have been informed that the tenancy will end and will also be leaving the above property by the above date.

Name	Signature of Person over 16 years

*This form is continued over*

I/we\* have told electricity and gas suppliers that the tenancy will end on the above date and will ensure that any payment meters are not left in debt. They are

Gas Supplier	
Electricity Supplier	

My/our\* forwarding address will be

Name		
Address		
	Post code:	
Telephone Number	Home:	Mobile:

Name of Joint Tenant		
Address		
	Post code:	
Telephone Number	Home:	Mobile:

I will be available on

for SBHA to carry out a home survey visit to the property (Please give us several dates so that we can arrange a suitable time with you to visit the property).

Are you retaining the tenancy of a garage?

Yes/No\*

If yes, please give the address of the garage in the box below.

*This form is continued over*

**Important Information:- Please read carefully**

- I/we understand that SBHA will photograph and advertise the property through SBHA HomeChoice prior to my tenancy end date.
- SBHA should receive your keys by **no later than 09:00am on the Monday following the date your tenancy ends**. You can hand your keys into any SBHA office prior to this date or keys will be collected from you by SBHA as agreed at the Home Survey visit.
- Please leave the property, including any garden and driveway area, in a clean and tidy condition when you leave. Please ensure you remove any personal belongings and that all rubbish is disposed of appropriately prior to you leaving.

**You will be charged for**

- Any damage or outstanding works to the property for which you are responsible, including “improvements” where no permission has been given and which could be a safety hazard:
  - Clearance costs for any rubbish/personal belongings left in and around the property;
  - Lost keys;
  - Cleaning the property to meet SBHA’s standard for re-letting
  - If you fail to contact SBHA and do not return keys by or on the agreed time and date, SBHA will gain entry to the property and change the locks. You will be charged for the cost of doing so and any additional weeks rent.

If you experience any difficulty in vacating the property by the date your tenancy ends, please contact any SBHA office to discuss this

Signature of Tenant		Date
Signature of Joint-Tenant		Date
Signature of Spouse/ Civil Partner		Date

## Confirmation of Termination

I/we confirm that ... yale keys, ..... mortice keys, ..... store/  
cupboard keys, and ..... garage keys for the above property have  
been handed in today.

Signed..... Date.....

Witness..... Date.....

The tenancy of the house/garage, at.....

.....will be terminated on.....

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