**Please refer to Notes on the reverse of this form before completing**

|  |  |
| --- | --- |
| **Tenancy information** | |
| **Name(s):** |  |
| **Address:** |  |
| **Tenancy end date:** | **The four-week notice period starts on the first available Monday following receipt of this notice.** |
| **Contact details** | |
| **Telephone numbers:**  **Home:**  **Mobile:**  **Work:** |  |
| **E-mail address:** |  |
| **Forwarding address** |  |
| **Arrangement for return of keys** | |
| **Please confirm arrangements for return of main key:**  **i.e. recorded delivery/hand delivery.**  **Window keys, etc can be left in the property.** | *The keys must be returned by 10am on the Monday following the tenancy end date. All keys provided at the start of the tenancy e.g. doors, windows, lockable cupboards, as well as fobs and pendants must be returned.* |
| **I/we agree to give full and vacant possession on the agreed date and leave the property in accordance with the tenancy contract. Further guidance is also available in our ending your tenancy factsheet.** | |
| **Signed:** |  |
| **Date:** |  |

**NOTES**

1. **You must give us at least four weeks notice in writing.**
2. **Date of Termination – this date is 4 weeks from the first available Monday after receipt of this form.**
3. **To give us vacant possession and return all keys to the property, including to windows and any lockable cupboards, as well as fobs and pendants. One set of keys must reach us by 10am on the Monday following the tenancy end date. Arrangements can be agreed during our end of tenancy inspection.**
4. **Allow us to inspect your home, carry out any necessary surveys and allow the prospective tenant to view the property at times convenient to you. We will contact you to make an appointment to carry out this inspection within 3 working days of receipt of this notice.**
5. **To leave the property in good, clean condition with no rechargeable repairs. Any non-standard tenant alterations made during the tenancy should be removed or left in good order (this should have been confirmed in the tenant alteration permission letter). We will confirm arrangements during our end of tenancy inspection.**
6. **The rent due up and until the end of tenancy, along with any other outstanding balances e.g. for utility and restaurant costs will need to be paid before the tenancy ends. You should be able to claim housing benefit during your notice period. It is your responsibility to ensure rent and service charge payments are made up and until the tenancy ends.**