



### Notice to Terminate Tenancy

Valid From: July 2022

Valid To: July 2024

Version: 2.3

#### Section 1 – Where to return the form

Please complete this form and return it via email to: [mailbox@epichousing.co.uk](mailto:mailbox@epichousing.co.uk) or by post to: 131 – 141 Ubberley Road, Bentilee, Stoke-on-Trent ST2 0EF

#### Section 2 - Notice to Terminate Tenancy

I / We wish to give four weeks' notice to end the tenancy of:

Address	
	Post Code:
Name of Tenant(s)	
Contact Number	
Email	

*Note: Tenancies always end on a Sunday. To work out your tenancy end-date, please count 4 complete weeks from next Sunday:*

Date on which you wish your tenancy to end:	SUNDAY,
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You will need to return your keys by 12:00 noon on the Monday following your tenancy end-date.

#### Section 3 – Where you are moving to

Address	
	Post Code:

Are you:

Buying your own home		Renting with a Housing Association	
Moving to the Council		Renting with a Private Landlord	
Moving in with family / partner		Moving into a Residential Home	

Other reason: .....

**PLEASE TURN OVER**

#### Section 4 – Why are you moving

Reason for leaving:

Affordability		Property too large	
Relationship breakdown		Harassment/neighbour dispute	
Ill health		Moving out of area	
Dissatisfied with EPIC		New job	
Property too small		Leaving the UK	

Other reason: .....

**Section 5 – Your Declaration (please read carefully)**

I/We:

- ✓ Give notice to end the tenancy.
- ✓ Agree to remove all belongings and rubbish, and to return all keys before 12 noon on the Monday after the four weeks’ notice ends.
- ✓ Will make arrangements for any post and deliveries to be redirected to my new address and understand that EPIC accepts no responsibility for any mail delivered to the property I am vacating.
- ✓ Accept that I/we will be charged for any wilful or negligent damage caused to the property prior to returning the keys.
- ✓ Authorise EPIC to dispose of any items left in the property or garden and accept that I may be charged for the cost of doing this.
- ✓ Understand that if the keys are not returned by 12 noon on the Monday after the tenancy end-date, rent will continue to be charged until such time that the tenancy has ended and the keys returned.

This notice **MUST** be signed by the tenant or in the case of joint tenants by **BOTH** tenants.

Tenant(s) Signature	<input checked="" type="checkbox"/>	Date	<input type="text" value="-- / -- / ----"/>
	<input checked="" type="checkbox"/>		<input type="text" value="-- / -- / ----"/>
EPIC Signature	<input checked="" type="checkbox"/>	Date	<input type="text" value="-- / -- / ----"/>

Section 6 - Utility Information	
Gas	Electric
Supplier:	Supplier:
Meter Type:	Meter Type:

We may need to inspect your home before you leave and will contact you to arrange a convenient appointment. We may attempt to arrange a viewing of the property with an applicant from our waiting list, to take place at the same time. If you are unsure about this please let us know.

For office use only	
Pre termination inspection booked for:	