

**Notice to Terminate Tenancy**

Valid From: July 2023

Valid To: July 2025

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, |

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 in returning the keys before the tenancy end-date I give permission for EPIC to enter the property and begin any necessary repair work.
* 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 | 🗶 | Date | \_ \_ / \_ \_ / \_ \_ \_ \_ |
|  | 🗶 |  | \_ \_ / \_ \_ / \_ \_ \_ \_ |

|  |  |  |  |
| --- | --- | --- | --- |
| EPIC Signature | 🗶 | Date | \_ \_ / \_ \_ / \_ \_ \_ \_ |

|  |  |
| --- | --- |
| **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: |  |