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| **KEY RECEIPT FORM**A logo with a person in the middle  Description automatically generated**TERMINATION OF TENANCY** |

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| **SECTION 1: TENANT DETAILS** |

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| --- | --- |
| Tenant name(s) |  |
|  |

|  |  |
| --- | --- |
| Address : |  |
|  |
|  |
|  |
| Postcode: |  |

|  |  |
| --- | --- |
| Contact number: |  |

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| --- |
| Number of keys returned and description: |
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| **SECTION 2: WHAT IT MEANS TO SIGN THIS FORM** |
| By signing this form I/We agree with ALL of the following statements: |

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| ✓ | All of the keys for the above-named property have been returned to Empowering People Inspiring Communities Limited (EPIC Housing). |
| ✓ | I/We no longer wish to live at the above-named property. |
| ✓ | I/We do not wish to return to the above-named property in the future. |
| ✓ | I/We give my/our consent for EPIC Housing to dispose of any items left at the above property. |
| ✓ | I/We understand that I/We will be charged for the costs incurred by EPIC Housing for removing any unwanted items left at the above property. |
| ✓ | I/We understand that EPIC Housing accepts no responsibility for any mail delivered to the property I/We have vacated. |

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| **SECTION 3: SIGNATURE(S)** |

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| --- | --- | --- | --- |
| Signature of person(s) returning key(s) |  | Date |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EPIC Housing signature |  | Date |  |

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| **SECTION 4: UTILITY INFORMATION** |
| **GAS** | **ELECTRIC** |
| Supplier |  | Supplier |  |
| Meter type |  | Meter type |  |