

**KEY RECEIPT FORM  
TERMINATION OF TENANCY**



**SECTION 1: TENANT DETAILS**

Tenant name(s)	

Address :	

Postcode:	
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Contact number:	
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Number of keys returned and description:

**SECTION 2: WHAT IT MEANS TO SIGN THIS FORM**

By signing this form I/We agree with ALL of the following statements:

<input checked="" type="checkbox"/>	All of the keys for the above-named property have been returned to Empowering People Inspiring Communities Limited (EPIC Housing).
<input checked="" type="checkbox"/>	I/We no longer wish to live at the above-named property.
<input checked="" type="checkbox"/>	I/We do not wish to return to the above-named property in the future.
<input checked="" type="checkbox"/>	I/We give my/our consent for EPIC Housing to dispose of any items left at the above property.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	I/We understand that EPIC Housing accepts no responsibility for any mail delivered to the property I/We have vacated.

**SECTION 3: SIGNATURE(S)**

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	