

NOTICE TO TERMINATE TENANCY



SECTION 1: WHERE TO RETURN THE FORM

Please complete and return the form to us via any of the following:

Email: mailbox@epichousing.co.uk

By post: EPIC Housing, 131-141 Ubbertley Road, Bentilee, Stoke-on-Trent, ST2 0EF

By hand: As above

SECTION 2: NOTICE TO TERMINATE TENANCY

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

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

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

| | |
|-----------------|--|
| Contact number: | |
| Email address: | |

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 the tenancy to end: | Sunday: |
|--|---------|

Keys will need to be returned by 12 noon on the Monday following your tenancy end date.

SECTION 3: WHERE ARE YOU MOVING TO

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

ARE YOU:

| | | | |
|-------------------------------|--|------------------------------------|--|
| Buying your own home | | Renting from a Housing Association | |
| Moving to the Council | | Renting from a private landlord | |
| Moving in with family/partner | | Moving into a residential home | |
| Other reason: | | | |

| SECTION 4: WHY ARE YOU MOVING | | | |
|-------------------------------|--|--------------------|--|
| Affordability | | Property too large | |
| Relationship breakdown | | Property too small | |
| Ill health | | Moving out of area | |
| Dissatisfied with EPIC | | New job | |
| Harassment/neighbour dispute | | 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 the EPIC Housing 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 Housing to dispose of any items left at the above property or garden and accept that I/We may be charged for the cost of doing this. |
| ✓ | Understand that in returning the keys before the tenancy end date I/we give permission for EPIC Housing to enter the property and carry out 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 | |
| | | Date | |

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

| SECTION 6: UTILITY INFORMATION | | | |
|--------------------------------|--|------------|--|
| GAS | | ELECTRIC | |
| Supplier | | Supplier | |
| Meter type | | Meter type | |

We may need to inspect your home address 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: | |