



Notice of termination of tenancy

Name (*tenant one*):

Name (*tenant two*):

Are all occupants leaving?

Yes

No

Address of tenancy to be terminated:

Postcode:

Date notice taken:

Time notice taken:

Date notice effective from: **Monday**

Date tenancy ends: **Sunday**

Date keys due: **Monday**

Garage tenancy?

Yes

No

Do you wish to give notice on the garage?

Yes

No

NOK/Executor name (*if applicable*):

Forwarding address:

Postcode:

Telephone:

Mobile:

Email:

Reason for notice being given:

Tenant one (*print*):

Tenant one (*sign*):

Date:

Tenant two (*print*):

Tenant two (*sign*):

Date:

Executor (*print*):

Executor (*sign*):

Date:

Officer (*print*):

Officer (*sign*):

Date:

Termination advice *(Check box to declare advice given)*

Completing this notification activates a four week notice period from the following Monday

If the notice is taken by telephone, it MUST be validated by the tenants signature or their lawful representative, in the presence of a Severnside Officer.

To ensure this notice is validated and you have time to address any tenancy issues before handing in your keys, you must give access to Severnside Officers to conduct inspections during the notice period.

You must pay your rent up to the end of the tenancy, even if you hand in your keys early. Keys will be accepted early but on the understanding that you require no further access and you may be recharged for any repairs and clearance will commence immediately.

If you need more time to move or clear the property, you must contact us and obtain our prior agreement and you will be required to pay rental liability in advance.

Unless by prior agreement, the property, including sheds, stores and lofts must be completely cleared and left clean and tidy. Severnside will remove and dispose of any items or rubbish left remaining after your tenancy has ended and you will be recharged.

All keys issued to you must be handed in before 12:00 on the due date or you will be recharge for replacement keys and also additional weeks rent until possession is recovered.

If you fail to hand in your keys on time or contact us in advance, Severnside will assume that the tenancy has come to an end and take immediate steps to recover possession of the property on the day keys are due. You will be recharged for the costs incurred in doing so, for example, for lock changes and any additional rent due.

It is your responsibility to notify other agencies such as Housing Benefit and companies of changes in your circumstances. By signing the form, you consent to Severnside sharing information in relation to the termination of this tenancy, including any forwarding information.

I / we sign to confirm that I/we have been given, understand and accept the advice given to me / us

Name:

Signed:

Name:

Signed:

Property type

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> House | <input type="checkbox"/> Bungalow |
| <input type="checkbox"/> Maisonette | <input type="checkbox"/> Flat |
| <input type="checkbox"/> Floor level (flat) | |

Number of

Bedrooms
Living rooms
Steps to front door

Number of

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Garage | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Allocated space | <input type="checkbox"/> None |

Garden

- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Communal | <input type="checkbox"/> Private |
| <input type="checkbox"/> None | |

Heating type

- | | |
|-----------------------------------|--------------------------------|
| <input type="checkbox"/> Oil | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Electric | <input type="checkbox"/> Other |

Disabled adaptations

- | | |
|--|--|
| <input type="checkbox"/> Grab rails | <input type="checkbox"/> Ramps |
| <input type="checkbox"/> Level access shower | <input type="checkbox"/> Stair lift |
| <input type="checkbox"/> Hoists | <input type="checkbox"/> Other: <input type="text"/> |

Gas

Supplier
Quarterly
Key meter

Electric

Supplier
Quarterly
Key meter

Water meter

- | |
|------------------------------|
| <input type="checkbox"/> Yes |
| <input type="checkbox"/> No |