



Tenancy termination

Neighbourhood_____

Full Names of **ALL** joint tenants:

Tenant 1

Tenant 2

Tenant 3

Address terminating

No of Bedrooms

I/We hereby give **FOUR WEEKS** notice to terminate the tenancy of the above property.

My notice commences from MONDAY (date)

Which will bring my tenancy to an end on SUNDAY(date)

I/We understand the following instructions in relation to my termination of tenancy:

Instruction and Guidance	<input checked="" type="checkbox"/> understood
I/We will give London Borough of Hackney vacant possession of the property from the tenancy end date above.	
I/We agree to return all keys to the property NO LATER THAN 12 NOON on the Monday following the tenancy end date. I accept that if I do not return the keys by this date and time, I/We will be liable to pay damages equaling the rent charges for any period of time that elapses before the keys are received by the London Borough of Hackney or until the London Borough of Hackney obtains possession.	
I/We are aware that all rent due up to the date the tenancy ends must be paid by the termination date, together with any other debts owed to London Borough of Hackney	
I/We agree that I/We will remove all items of furniture, laminate flooring and other goods and belongings from the property by the tenancy end date. If any furniture, other goods or belongings are left in the property upon return of the keys, I/We hereby give London Borough of Hackney permission to remove and dispose of them as you see fit.	
I/We understand that I/We will be charged for any costs incurred by the London Borough of Hackney for the removal and disposal of any belongings/rubbish left inside or outside the property in areas within the demise (are part of) the property I rented.	

I/We are aware that if this is a joint tenancy, and not all joint tenants sign this notice, the effect will be to terminate the tenancy in respect of all joint tenants.

Additional Information

Part 2 / 2 – Tenancy Termination

Reason for termination. - please ✓ as appropriate

Transfer to Temporary	Moved to old peoples home (or similar)	Purchasing a private property	Evicted (ASB)
Transfer to Permanent	Found Own accommodation	Move to a private rented property	Evicted (Arrears)
Rehoused by Housing Association/RSL	Rehoused by another LA	Rehoused (Domestic Violence)	Sublet / Unauthorised Occupant
Tenant Deceased			

Other Termination Reason

I also wish to terminate a garage or parking space? ✓ Yes No

If so, what is the address(s).....

Have you made alterations to the property? Please describe these here:

.....

Has the property had any adaptations for disabled person use, if so what are these adaptations?

.....

Who supplies the gas/electricity at the moment?

Signature(s) of Tenant(s)

I/We are aware that if this is a joint tenancy, and not all joint tenants sign this notice, the effect of signing this form will be to terminate the tenancy in respect of all joint tenants.

Signature of tenant 1

Signature of tenant 2

Signature of tenant 3

Date of signature(s)

My/Our forwarding address is:

.....

My mobile / new land line number is

IMPORTANT INFORMATION

Re-chargeable repairs policy

Important information you need to know

Housing Services has a re-chargeable repairs policy which means you will be liable for any and all costs due to damage caused to fixtures and fittings in your home that are not explained by fair wear and tear. You will also be charged for the disposal of any contents you leave behind.

Please ask for the leaflet which provides full details of the costs you may have to pay if you do not leave your home clean, empty and in good condition.

Housing Services cash incentive scheme

- **Cash for returning all your keys**

Housing Services will grant you a payment if you return **ALL** the keys to your home, communal areas, garages and parking spaces etc.

- **Leaving your home clean and free of all contents/rubbish**

Housing Services will grant you a payment if you leave your old home free of all furniture and rubbish (including carpets and cookers etc)

- **Leaving your old curtains behind**

Housing Services will grant you a payment for each room that you leave suitable old curtains at the windows.

Want more information?

Please ask any member of staff for an information leaflet, which has all the details about the current scheme being offered.

Returning Keys

All keys must be returned by 12.00pm on the Monday following the tenancy end date.

Please note that should where Monday is a Bank Holiday, the keys must be returned before 10.00am on the Tuesday or additional rental charges will apply.

