

**Notice of termination of tenancy**

Name of tenant \_\_\_\_\_

Address of property \_\_\_\_\_  
\_\_\_\_\_

Tel. Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

I hereby give 4 weeks notice to terminate the tenancy of the above property. I understand that Selwood Housing will confirm in writing the date the tenancy will end as this depends on the type of tenancy agreement held.

The reason why the tenancy is being terminated is stated below.  
(e.g. moving to: the private sector / another social landlord / live with family / residential care / tenant deceased / etc.)

\_\_\_\_\_  
Please give the forwarding address for correspondence below.

\_\_\_\_\_  
If a garage is rented I also give 4 weeks notice to terminate that tenancy.

Garage address \_\_\_\_\_

Please list below any disabled adaptations which have been carried out to the property (e.g. wet room, wider doors, adapted bath, lowered kitchen units, grabrails, ramps, etc.)

The energy providers for the property are:

Electric	_____	Quarterly	<input type="checkbox"/>	Top Up	<input type="checkbox"/>
Gas	_____	Quarterly	<input type="checkbox"/>	Top Up	<input type="checkbox"/>

Keysafe fitted? Yes/No                      Access Code \_\_\_\_\_

**I understand and accept that the following conditions apply**

- ❖ All keys must be returned to our offices by midday on the Monday following the end of the 4 weeks notice period. Each external door must have at least two keys. For flats with a communal door entry system, 2 communal door keys must also be returned. If they are not returned by this time, then additional weeks rent will be charged until the keys are returned to us.
- ❖ Rent will be liable on the property up to the date when the tenancy ends.
- ❖ The property, including the garden, must be left clean and tidy and clear of furniture, belongings and rubbish.
- ❖ Any items of furniture, belongings and rubbish left in the property after the keys have been handed in will be disposed of by us and the cost recharged to you.
- ❖ Any damage to the property must be repaired and any unauthorised alterations reinstated to our satisfaction before the keys are returned to us. If this is not done then the cost of this will be recharged to you (or the Estate if the tenant has passed away).

**IMPORTANT MESSAGE**

**If the keys are returned early, you agree to Selwood Housing and/or its contractors to enter the property for the purpose of inspecting its condition and commencing any remedial works that are required to bring it up to a lettable standard. We will dispose of any items that are left in the property and you may be recharged.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Tenant / Executor or Administrator / Power of Attorney/ Next of Kin (please circle)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Tenant / Executor or Administrator / Power of Attorney/ Next of Kin (please circle)

Please email this form to: [info@selwoodhousing.com](mailto:info@selwoodhousing.com)

or post it to:

Selwood Housing, Bryer Ash Business Park, Bradford Road, Trowbridge, Wiltshire  
BA14 8RT