

Tenancy termination

If you would like to terminate your tenancy with us, you need to give four weeks' (28 days) notice. In order to do this, please complete and return this form to: Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB or email it to Welcome@chp.org.uk. We cannot end the tenancy until we have a signed copy of this form and the keys have been returned.

If you need any advice or help regarding your tenancy type or notice period, please contact the Service Centre on 0300 555 0500.

Next of kin or executors are asked to complete this form for a deceased relative. Power of attorney is required for those acting on behalf of customers that have been admitted into residential care and are unable to sign this form themselves. Alternatively, this form may be completed by the manager of the care home.

Notice required

I / We hereby give four weeks' (28 days) notice* to terminate the tenancy of:

Address (please include postcode):	

Name:	Notice of expiry date: Sunday
-------	-------------------------------

I / We understand that the above tenancy will end on the Sunday and the keys must be returned before noon the following Monday. Yes No

Failure to hand keys in before noon on the Monday after the tenancy end date will result in further rent payment becoming due.

*Notice is taken from the Monday following receipt of the termination notice.

Reason for terminating this tenancy:

- | | | | |
|--|--------------------------|---|--------------------------|
| Moving to another CHP property; | <input type="checkbox"/> | To purchase my own property; | <input type="checkbox"/> |
| Moving to another Housing Association; | <input type="checkbox"/> | Leaving the country; | <input type="checkbox"/> |
| Moving into private rent; | <input type="checkbox"/> | Customer deceased* (date of death:); | <input type="checkbox"/> |
| Moving to another Local Authority; | <input type="checkbox"/> | *Please enclose a copy of the death certificate. | |
| Moving into residential care; | <input type="checkbox"/> | | |

If applicable:

Date customer entered the care home on a trial basis:

Date customer became a permanent resident of a care home:

Do you have a garage you wish to terminate at the same time as the property? Yes No

If yes, please provide the following details:

Garage address / site:

Name of account holder:

If none of the above, please specify:

Please give details of the current utility suppliers at the property:

Gas supplier:

Electric supplier:

Water supplier:

We are required to pass customer's details to British Gas regarding the termination of our accounts. You will need to notify your utility providers that you are moving out and provide them with final meter readings. It is also your responsibility as the outgoing customer, or representative, to contact your Local Authority to advise that the tenancy is coming to an end. This is to enable them to update their records with regards to Housing Benefit or Universal Credit for example. We will contact your Local Authority to notify them of your termination for council tax purposes. If you do not want us to provide your information to the Local Authority or to British Gas, **please tick this box.** In this instance you will need to contact them directly on these matters as well.

Forwarding address and telephone number

New address of customer / residential care home / address for next of kin:

I / We understand the following conditions of termination of tenancy:

1. Inspection of property

An inspection is required prior to moving to assess the state of repair, cleanliness and condition of the property and to identify any works required.

2. Rent payment

Rent is payable up to the termination date (subject to surrender of keys as below) including any outstanding rent that may be owed.

Failure to hand keys in before noon on the Monday after the tenancy end date will result in further rent payment becoming due.

3. Surrender of keys

Place key in the key safe, if provided, at the time of inspection (please call us **before** 12pm to confirm) or return the keys to CHP, Myriad House, 33 Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB before **noon** on the first **Monday** after the tenancy ends.

4. Condition of property

Prior to returning keys, please ensure:

- You continue to pay rent and any other charges until the tenancy ends;
- You remove any gas or electric appliances not belonging to us, other than those deemed to be fixtures, e.g fires. Gas pipes should be sealed by a Gas Safe registered engineer where any appliance is removed;
- You notify your utility providers of the date of leaving and a forwarding address - you should keep a record of any meter readings;
- The property is left in a clean and tidy condition and in good repair. All furnishings and belongings should be removed. Any items left in the property, outbuilding, shed or garden, will be removed and disposed of and charges will be incurred for which you'll be responsible. Charges will also be incurred for any repairs which are the customer's responsibility and for the cost of fumigation of the property if required. Please check your customer handbook for repair responsibilities. The property must also be left vacant and secure.



I / We understand our responsibilities for ending the tenancy with CHP, as detailed in this form.

Lead tenant signature:	Print name:	Date:
Joint tenant signature:	Print name:	Date:

If you are signing this on behalf of the customer, please fill in the boxes below:

Signature:	Print name:	Date:
Address:		
Telephone number:	Relationship to customer:	

