

Notice to Terminate the Tenancy of a Dwelling



Complete **ALL** sections of this form if you wish to notify us that you are intending to terminate your tenancy with Stoke on Trent Housing Society.

Tenant/s Name/s			
Address			
Email		Telephone	

I/we give 4 weeks' notice to terminate my/our above tenancy and I/we understand that all the keys to this property should be handed in to Stoke on Trent Housing Society by noon on Monday

Please tell us where you are moving to:

Forwarding Address			
		Post Code	

Where are you moving to?	Tick
Bought own property	
Deceased	
Moved in with Family/Friends	
Prison	
Private Rented Accommodation	
Residential Home/Extra Care	
Social Housing Provider (Council or other Housing Association)	
Transfer to another Society home	
Other (please state) –	

Electricity supplier		Prepayment meter fitted	Yes/No
Gas supplier		Prepayment meter fitted	Yes/No

**All debts on meters must be cleared before vacating the property

IMPORTANT

I understand and agree that:

- By signing this termination form I am asking Stoke on Trent Housing Society to terminate the tenancy. If I have a joint tenancy, I understand that by terminating my interest in the tenancy I am asking Stoke on Trent Housing Society to end the whole of the tenancy. (*Seek independent legal advice if you are in any doubt about this matter*)
- An officer will visit the property before I leave and carry out a property inspection.
- All outstanding charges to Stoke on Trent Housing Society must be paid before the tenancy ends.
- I am responsible for removing all personal belongings and items of furniture (including items in outbuildings, sheds, lofts etc.) and any items which are left behind will be disposed of by the Society and I will be charged for removal.
- I will return all keys and security fobs issued at the start of the tenancy and any additional keys cut.
- **Upon the return of my keys, I give permission for Stoke on Trent Housing Society to dispose of any items left either inside or outside of the property. Any costs associated with the disposal of these items will be re-charged to the tenant/s or the tenant's estate.**
- **Should I return keys before my tenancy ends, I give permission for Stoke on Trent Housing Society to enter the property, complete any necessary repairs and to re-let the property.**

Signed:		Date:	
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This next section only needs to be completed if you are acting on behalf of the tenant because they have died or are moving into a Residential Home.

Please note:

- If you are the next of kin or executor terminating the tenancy on the death of a tenant, you will need to provide a copy of the death certificate.
- If the deceased received Housing Benefit or UC Housing Costs, it will cease from the date of their death, this means that rent charges will incur from this date and until keys are returned to the Society.
- If you are terminating the tenancy on behalf of a tenant who is moving permanently into a residential home, we will need the signature or contact details of the Residential Home Manager

Please complete the table below:

Your Name			
Relationship to deceased		If Next of Kin, please tick	
Your Address			
Email		Telephone	
If tenant is deceased, please provide name & address of Solicitor (if any) dealing with affairs:			
If tenant is moving into a Residential Home, please get Manager to sign here or provide contact information:			
Your signature:		Date:	

Please return this form:

By post or in person - The Trevor Jones Office, Hammond House, Ridgway Road, Stoke on Trent, ST1 3AX.

By Email – info@stokeontrenthousingsociety.org.uk (note - the form must be signed, therefore a scanned copy or photograph will be required)

Should you have any queries please call us on 01782 968566.

The Trevor Jones Office,
Hammond House, Ridgway Road,
Stoke-on-Trent, ST1 3AX.

Tel: 01782 968 566.

Email: info@stokeontrenthousingsociety.org.uk
Website: www.stokeontrenthousingsociety.org.uk

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No. L0021. A society
registered under the
Co-operative and
Community Benefit
Societies Act 2014.
No. 17333R