



## Notice to Terminate the Tenancy of a Dwelling

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

<b>Tenant/s Name/s</b>			
<b>Address</b>			
		<b>Post Code</b>	

**I/we give 4 weeks' notice to terminate my/our tenancy of the above property and I/we understand that all the keys to this property should be handed in to Stoke on Trent Housing Society Offices by noon on Monday \_\_\_\_\_ 20\_\_**

<b>Forwarding Address</b>			
		<b>Post Code</b>	
<b>Telephone</b>		<b>Email</b>	

**Choose one option from Column A and one option from Column B**

Column A - Where are you moving to?	Tick	Column B- Why are you moving?	Tick
Lodging with family & friends		Fear of crime in the neighbourhood	
Moving in with partner		Health reasons	
Another Housing Association or the LA		Neighbourhood nuisance problems	
Privately Rented Accommodation		Property is too large	
Purchased own property		Property is too small	
Another Society property (transfer)		Rent is too high	
A residential home			
Deceased			
Other – please state			

<b>Electricity supplier</b>		<b>Card/token meter fitted*</b>	Yes/No
<b>Gas supplier</b>		<b>Card/token meter fitted*</b>	Yes/No

\*please ensure that all debits on card/token meters are cleared before vacating the property

\*please sign on reverse

## 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. *(Please 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.). Any items which are left behind will be disposed of by Stoke on Trent Housing Society and I will be charged a fee for their 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. Stoke on Trent Housing Society will arrange for the disposal of these items and the cost involved, along with an administration fee, will be re-charged to the tenant/s or the tenant's estate.**

Signed	
Date	

**This next section only needs to be completed if you are not the tenant of the property but are acting on behalf of the tenant because they have died or are moving into a Residential Home.**

- 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, it will be cancelled from the Monday following their death
- 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	
Your Address			
Preferred contact Tel number		Email Address	
If tenant is deceased name & address of Solicitor (if any) dealing with affairs			
If tenant is moving into a Residential Home 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](mailto:info@stokeontrenthousingsociety.org.uk), Tel: 01782 968566