

Forth Housing Association

ENDING YOUR TENANCY FORM

NAME OF TENANT: _____	NAME OF JOINT TENANT (S): _____
ADDRESS: _____ _____	
TEL/CONTACT NO: _____	
WILL ALL OCCUPIERS RESIDENT AT THE ABOVE ADDRESS BE VACATING THE PROPERTY?	YES: <input type="checkbox"/>
	NO: <input type="checkbox"/>
IN THE CASE OF DEATH PLEASE STATE NAME AND ADDRESS OF NEXT OF KIN:	
NAME: _____	
ADDRESS: _____ _____	
TEL/CONTACT NO: _____	DATE OF TENANTS DEATH (where Applicable) _____

Please note: - A charge will be made for any repairs and/or redecoration carried out by Forth Housing Association Ltd which were your responsibility, and for the removal of any furniture or items left in the house, which have to be cleared. The sets of keys given at the start of your tenancy must be returned or a charge will be made for a lock change.

Gas/Electricity

Please take a meter reading for your gas and electricity supply but do not arrange for disconnection. You must tell your gas and electricity suppliers your forwarding address.

I wish to end the tenancy and give 28 days written notice. I undertake to hand back the number of keys signed for at the commencement of my tenancy and give vacant possession on or before..... I understand that if notice is not given, rent will be charged for this 28-day period.

Reason for Leaving: _____

NEW ADDRESS: _____

SIGNATURE(S)

TENANT: _____

JOINT TENANT: _____

DATE _____