

End of Tenancy Form

To end your tenancy, you need to give us four weeks notice. This form will help you do that.

You can return this form by e-mail to: **enquiries@futureshg.co.uk** or by post to our head office at **Asher House, Asher Lane, Ripley. DE5 3SW.**

You should leave your keys in the pre-arranged key safe by the Sunday your tenancy ends. Please note that rent is payable until the end of the tenancy and we are in receipt of your keys.

Name of Tenant (1) Joint Tenant

Property / Garage Address:

Postcode Email

Mobile

FORWARDING ADDRESS:

POSTCODE

NEXT OF KIN ADDRESS:

POSTCODE

Forwarding address **must** be provided before the termination can be accepted. In case of bereavement, please supply the next of kin / executor's details.

You may be contacted by FHG to visit your property prior to your termination date. During the notice period, FHG may erect a "To Let" Board and a key safe. We may need to conduct viewings during the notice period. I/We understand that upon giving FHG the keys to my property that:

- No one must be left living the property
- Structure, fittings and fixtures must be left in a reasonable condition
- The property must be left clean and tidy. Furniture, clothing, and personal belongings must be removed
- Gardens must be tidy and clear of rubbish

I understand I will be recharged for any repairs needed not resulting from wear and tear and /or the removal and disposal of any belongings left in or outside the property and FHG can dispose of any items I have left.

Print Name Date

Signature

(Must be signed by Tenant or Power of Attorney*/Next of Kin in case of bereavement) ***Copy required**

Reason(s) for leaving (Tick all the apply)

- | | | | |
|--|-----------------------|---|-----------------------|
| Transfer | <input type="radio"/> | Property too large | <input type="radio"/> |
| Dissatisfaction with Area | <input type="radio"/> | Purchased Private | <input type="radio"/> |
| Living with Family/Relatives | <input type="radio"/> | Property too Small | <input type="radio"/> |
| Fear of Crime/Victim of Crime/ASB | <input type="radio"/> | Rent/Charges too high/Welfare Reform | <input type="radio"/> |
| Social Housing/Housing Authority | <input type="radio"/> | Condition of Garage | <input type="radio"/> |
| Long Term Hospital Care/Residential Care | <input type="radio"/> | Deceased | <input type="radio"/> |
| Moving to Live with Family for Support | <input type="radio"/> | Date of Death | |
| Moved to Private Rented | <input type="radio"/> | We will require a copy of the death certificate before we can terminate the tenancy. | |

Property Details - please complete

Number of bedrooms		Separate dining room	
Ramped access into property		Lower kitchen units	
Flat access shower / wet room		Low bath	
Stair lift		Door entry system	
Over bath shower		Downstairs W/C	
Grab rails			
Gas Meter type: Key / Card / Meter		Electric Meter Type: Key / Card / Meter	

FOR OFFICE USE ONLY: Notice Stage

Termination date		
Termination accepted by		
	Date Completed	By Whom
Notice of termination input orchard		
Request pre-termination inspection		
Put property on WBoard		
Letter sent to outgoing tenant		
Email to void group		
British gas stage one		
Order key safe and take photo		
Advertise (AV only)		
TERMINATION STAGE		
Keys returned from tenant		
Key movement updated on orchard		
Email to voids group		
Termination completed on orchard		
Keys to assets		
British gas stage two		

Notes: