

## How to end your tenancy

Under the conditions of your tenancy agreement you must:

- Give us at least 28 days notice in writing that you are leaving (all tenancies end on a Sunday therefore you will be responsible for the payment of rent for the 28 day notice period);
- Leave your house clean, tidy and well decorated;
- Remove all your furniture, carpets, other floor coverings and fixtures & fittings;
- Return all keys for the property to us at the end of your tenancy;
- Allow access for the prospective tenant to view the property;
- Provide a forwarding address.

It is our policy to:

- Charge rent for the full 28 days notice period;
- Inspect the property before you leave and tell you about any repairs or decoration that you need to do before you leave;
- Recharge the full cost of any repairs or decoration that we told you is your responsibility and you have failed to do.

Terminating a tenancy following a Death

- If you are responsible for clearing a property following the death of a tenant, please contact us on 0800 011 3447 for the relevant termination form, information leaflet and further advice.

<b>Tenant(s) Name</b>	<b>Your New Name (if applicable)</b>
<b>Address</b>	<b>Your New Address/Forwarding Address</b>
<b>Post Code</b>	<b>Post Code</b>
<b>Your Tel. No.</b>	<b>Your New Tel. No.</b>

Please tell us the date your tenancy will end. **(This must be a Sunday, but you can hand in your keys any time on the Monday after).**

If you are leaving before this, please tell us the date you expect to move out and hand in your keys.

Please let us know when we can inspect your house. We will try to visit you on this date.

**Once complete – please return this form to your local DGHP office.**

Please tell us why you are giving up your tenancy. Please tick one box.

Buying own property	<input type="checkbox"/>	Moving to private let	<input type="checkbox"/>
Dislike area	<input type="checkbox"/>	Moving into residential care	<input type="checkbox"/>
Employment out of area	<input type="checkbox"/>	Social or neighbour problems	<input type="checkbox"/>
Moving to Housing Association	<input type="checkbox"/>	Transfer to another DGHP property	<input type="checkbox"/>
Medical reasons	<input type="checkbox"/>	Moving in with family	<input type="checkbox"/>
Financial reasons	<input type="checkbox"/>	Moving outwith the area	<input type="checkbox"/>
Other (Please provide reason)	<input type="checkbox"/>		<input type="checkbox"/>

Do you have a wife or husband who is not currently living with you but has rights to occupy the property you are terminating?

Yes

No

If yes, please give details of their current address or where they can be contacted.

**Please sign here (if it is a joint tenancy, then both tenants must sign).**

Signature	Date
Signature	Date

**Date form received by DGHP -**

Officers Signature	Date
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Tenant(s) signature checked & verified	Yes / No	Officer & Date
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**Property Details**

Number of bedrooms in property	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
Type of heating	Gas <input type="checkbox"/> Electric <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Oil Fired <input type="checkbox"/>
Number of steps to front door	0 <input type="checkbox"/> 1 – 5 <input type="checkbox"/> more than 5 <input type="checkbox"/>
Number of steps to back door	0 <input type="checkbox"/> 1 – 5 <input type="checkbox"/> more than 5 <input type="checkbox"/>
Details of any aids & adaptations in your property	

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