

NOTICE OF TERMINATION

I give 28 days' notice to end my tenancy at the below address.

Please note, in the event of a death the tenancy will end on the date of the tenant's death and housing benefit eligibility will also end on this date. The 28 days' notice is not required but a charge equivalent to the rent for the property will be made from the date of death to when the keys are returned after the property has been cleared. This should be arranged with your Housing Officer.

Name of Tenant:	
Name of Joint Tenant:	
Address:	
Postcode:	
Once we have received your notice, we will contact you to arrange a suitable time to visit you. This is to carry out a pre-termination inspection of the property and an opportunity for you to ask any questions you may have about ending your tenancy.	
Please provide contact details so we can arrange a suitable appointment.	
Email Address:	
Contact Number:	

Date Tenancy will End:	
If tenant is deceased, please give date of death:	
Forwarding Address: (Or Next of Kin/Solicitor in the event of a death)	

I/we have told my/our gas and electricity suppliers that the tenancy will end on the above date. I/we understand that it is my/our responsibility to read the gas/electricity meter(s) prior to handing in my/our keys and that the meter(s) **MUST BE LEFT FREE OF DEBT**. The utility suppliers are:

Gas Supplier:	
Meter Type:	Pre-payment/Dry Meter/Smart Meter
Meter Serial Number:	
Electricity Supplier:	
Meter Type:	Pre-payment/Dry Meter/Smart Meter
Meter Serial Number:	

Please note that we may decide to switch the supply of your gas and electricity to a different provider from your expected termination date. If you decide to change your termination date please let us know as early as possible. Changing your termination date may mean that the supplier of your utilities changes before your tenancy ends.

Please tick the appropriate reason for termination of tenancy:

Admitted to hospital		Moving due to anti-social behaviour	
Buying own property		Moving for employment	
Crime in the area		Moving to a private rented property	
Decant		Mutual Exchange	
Deceased		Need a larger home	
Downsizing		Property is unsuitable	
Financial difficulties		Rehoused by other Housing Association	
Fleeing domestic violence		Rehoused by other Local Authority	
Going to prison		Relationship breakdown	
Ground floor property required		Residential care required	
Harassment		Unable to sustain tenancy	
Leaving to join another household			

I /we agree to ensure that the utility companies are notified, any outstanding rent will be cleared or an arrangement made to pay the arrears and that the property is returned in a clean and tidy condition as per the tenancy agreement.

I/we agree to give at least 5 working days' notice prior to above tenancy end date if I/we want to extent my tenancy termination date.

Tenants Signature:	
Print Name:	
Joint Tenants Signature:	
Print Name:	
Date:	

Please Return To:

Housing Management  
 1 Hay Avenue  
 Edinburgh  
 EH16 4RW

0131 657 0600

Or by email: [crehousing@castlerockedinvar.co.uk](mailto:crehousing@castlerockedinvar.co.uk)