



**Head Office**  
The Rurals  
1 Parker Court  
Dyson Way  
Staffordshire Technology Park  
Beaconside  
Stafford ST18 0WP

Contact           Housing Choices  
Direct Dial       0800 111 4554  
Fax                0870 486 4445  
E-Mail            allocations@sarh.co.uk  
Our Ref  
Date

Dear

**Notice of Termination, of tenancy at,**

Thank you for your recent contact notifying us of your intention to terminate the above tenancy. It is a condition of tenancy that 2 weeks notice must be given **in writing**, so the notice period will begin on the Monday following receipt of the enclosed termination form, if this received by your tenancy will expire 2 weeks later on .

Before the tenancy ends, a Technical Officer will be carrying out a visit. This has been provisionally booked for at . **If this appointment is inconvenient please contact us immediately upon receipt of this letter to re-arrange a suitable date and time.**

Rent account balance as at

'2' weeks rent at £ per week due up to (expected tenancy end date)

TOTAL AMOUNT DUE £

PLEASE PAY THE OUTSTANDING BALANCE BEFORE THE TENANCY ENDS.

I would be grateful if you would provide:

1. Your address and contact details
2. Details of any items such as carpets, furniture etc which you will be leaving in the property with the consent of the incoming tenant (**you may wish to discuss this with the Technical Officer when he visits**)

Please ensure that :

1. **all** keys to the property are returned to this office before **10.00 a.m.** on the day the notice expires. **Please note - If the keys are not returned before 12 noon, we may charge a further weeks' rent.**
2. the property is left in good decorative condition.

3. all belongings, carpets, rubbish etc are removed from the property (unless you have made arrangements with the incoming tenant to leave any items).
4. if items have been installed such as a shower, fireplace, fitted wardrobe, etc and you wish to take them, **that any damage is rectified and the premises are left in good condition.**
5. after removal of cookers etc gas pipes are capped and electricity wires are not left bare in the interests of safety.
6. that fixtures and fittings belonging to Stafford & Rural Homes remain in the property and are left in good order.
7. you notify (where appropriate) the **Gas Supplier, Electricity Board, Water Authority, Council Tax Office etc**, as well as any companies or organisations, where there has been a loan, rental or hire purchase agreement.
8. the property is **thoroughly cleaned** ready for the next tenant to move in.

Should you need to extend your notice for any reason, please notify us in **WRITING** at the earliest opportunity. Please contact me upon receipt of this letter if any of the above points need further clarification.

As this termination form is being submitted due to the tenant passing away, it is important for you to be aware that Housing Benefit will not cover rent after death and therefore full rent and service charges are payable for the two weeks notice period, or longer if there is a delay in returning the keys to Stafford & Rural Homes. We will also need a copy of the death certificate and details of the executor of the will in order to proceed with the termination.

Should you need to withdraw or extend your notice, please notify us **in writing** at the earliest opportunity. Please contact the Housing Choices Team upon receipt of this letter if any of the above points need further clarification.

Yours sincerely

*Housing Choices Team*

Housing Choices Team

## TENANCY TERMINATION FORM

I/We wish to give 4 weeks notice to terminate the tenancy of the address below (Only 2 weeks required on death of a tenant or if you are transferring to another SARH property). The notice period will commence from the Monday following the date when the signed termination form is received by SARH.

**Address of Property:** \_\_\_\_\_

|                   | TENANT | JOINT TENANT         |
|-------------------|--------|----------------------|
| <b>Title:</b>     |        | Mr/Mrs/Miss/Ms/Other |
| <b>Surname:</b>   |        |                      |
| <b>Forenames:</b> |        |                      |

|                                   |                |                |
|-----------------------------------|----------------|----------------|
| <b><u>Forwarding Address:</u></b> |                |                |
| <b>Contact Telephone No</b>       | <b>Home</b>    | <b>Work:</b>   |
|                                   | <b>E-mail:</b> | <b>Mobile:</b> |

|                                     |  |
|-------------------------------------|--|
| This notice will expire 12 noon on: |  |
| I expect to hand my keys in on:     |  |
| Keys originally issued:             |  |

|   |  |
|---|--|
| <b>The reason for terminating the tenancy is:</b>   |  |
| <input type="checkbox"/> To move near to family/friends/schools<br><input type="checkbox"/> To move nearer to work<br><input type="checkbox"/> Property unsuitable because of ill health/disability<br><input type="checkbox"/> To move to accommodation with support<br><input type="checkbox"/> Could not afford rent<br><input type="checkbox"/> Property unsuitable because of overcrowding | <input type="checkbox"/> Problems with neighbours<br><input type="checkbox"/> Racial harassment<br><input type="checkbox"/> Domestic Violence<br><input type="checkbox"/> (Non violent) relationship breakdown<br><input type="checkbox"/> Temporarily/permanently moved due to essential repair work<br><input checked="" type="checkbox"/> Death of tenant – |
| <b>Tenure type of new accommodation:</b>  |  |
| <input type="checkbox"/> Moved to Local Authority (council) accommodation<br><input type="checkbox"/> Moved to another Housing Association accommodation  | <input type="checkbox"/> Moved into Private rented accommodation<br><input type="checkbox"/> Owner Occupier<br>Other _____   |

|   |  |   |  |
|---|--|---|--|
| <p><b>Do you have a Supporting People Account?</b></p> <p><b>Do you have a garage? (please give address if applicable)</b></p> <p><b>Do you wish to terminate the garage?</b></p> <p><b>Do you have a bin store(s)? (please give number(s) if applicable)</b></p> <p><b>Is this an inner or outer store(s)?</b></p> |  | <p><b>Do you have a card/token gas meter?</b></p> <p><b>Who is your gas supplier?</b></p> <p><b>Do you have a card/token electric meter?</b></p> <p><b>Who is your electricity supplier?</b></p> <p><b>Do you have a water meter?</b></p> |  |
| <p><b>Are there any aids or adaptations in the property, e.g. a stair lift, wet room? Please give details</b></p>   |  |   |  |

**PLEASE ENSURE THAT ALL DEBITS ON CARD/TOKEN METERS ARE CLEARED BEFORE VACATING THE PROPERTY**

**IMPORTANT - I UNDERSTAND AND AGREE THAT:**

- By signing this termination form I am asking SARH to terminate the tenancy. If I am a joint tenant, I understand that by terminating my interest in the tenancy I am asking SARH to end the whole of the tenancy. *Please seek independent legal advice if you are in any doubt about this matter*
- SARH will carry out a termination visit at the property during the notice period
- SARH may carry out repairs to this property during the notice period
- I will be charged if SARH have to remove any items of furniture, personal effects or rubbish left in the property or garden at the time of expiry of this Notice
- All outstanding charges to SARH must be paid before the tenancy ends
- I will be charged for a lock change if I do not return all the keys and security fobs issued at the start of the tenancy including any window lock keys. I will also return any additional keys cut.

Signed: ..... Date: .....

**If you are the executor terminating on the death of a tenant please complete below:**

|                      |                      |
|----------------------|----------------------|
| <b>Name:</b>         | <b>Relationship:</b> |
| <b>Address:</b>      |                      |
| <b>Telephone no:</b> |                      |

Following receipt of this form, we will write to you to confirm the date the keys are to be returned and how much rent is due to the end of the tenancy. Please note if the keys are returned late, further rent will be charged. If you are in receipt of housing benefit it will only be paid for the period you live at the property.

|                                      |  |                              |  |
|--------------------------------------|--|------------------------------|--|
| <b>FOR OFFICIAL USE ONLY</b>         |  |                              |  |
| Date form sent out:                  |  | Date form received:          |  |
| Pre void check appointment date/time |  | Keys returned on termination |  |
| Keys originally issued:              |  | Date Keys in:                |  |