

NOTICE OF TERMINATION OF TENANCY

TENANTS' NOTICE TO QUIT



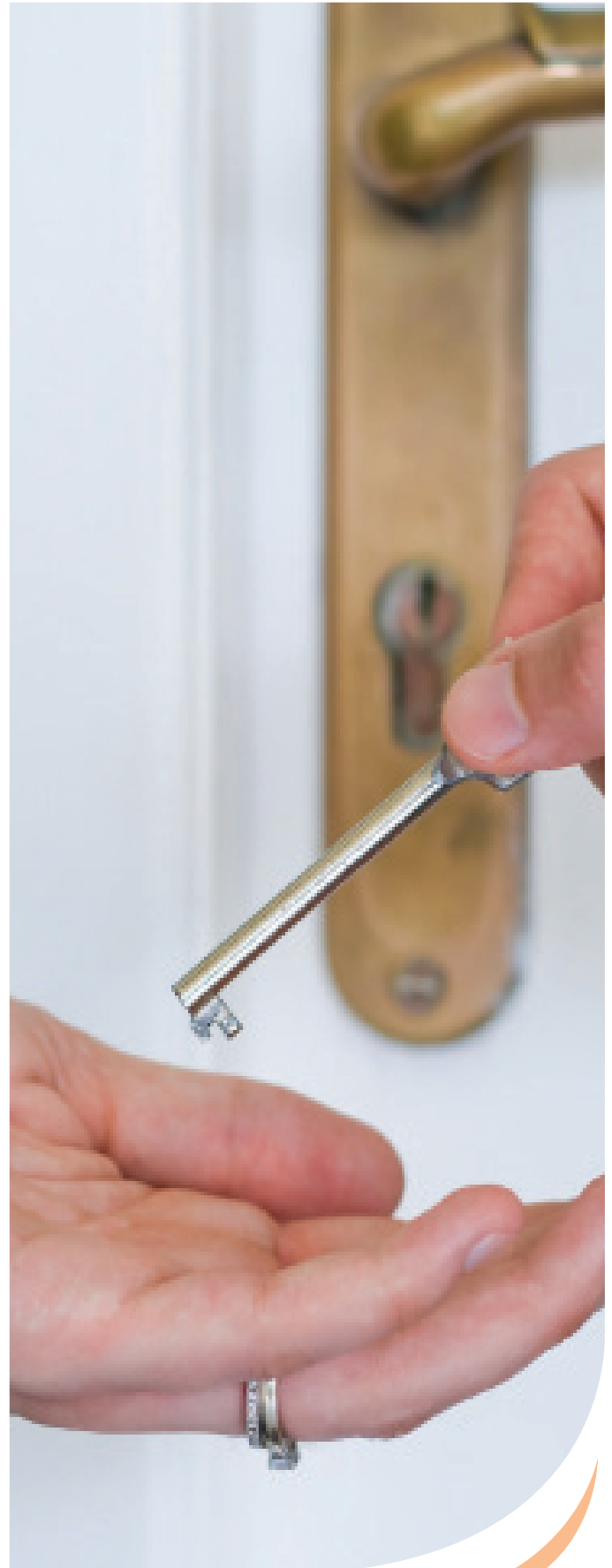
DEVELOPING HOMES AND CREATING OPPORTUNITIES
FOR PEOPLE WITHIN WEST NORFOLK

Freebridge
COMMUNITY HOUSING



POINTS OF NOTE FOR ANY TENANT WISHING TO BRING THEIR TENANCY AGREEMENT WITH FREEBRIDGE COMMUNITY HOUSING TO AN END:

- Section 11 of the Freebridge Community Housing Tenancy Agreement (both Full, Assured and Assured Shorthold 'Starter') covers the requirements for any tenant who wishes to give notice to end their Tenancy Agreement with us
- In particular, Clause 11.1 states "You (the tenant/s) must tell us/your local housing office in writing at least four weeks before you want to leave your home. The four-week notice period must end on a Sunday".
- Please be sure that you definitely wish for your Tenancy to end before giving us notice. Once you have given us notice to terminate your Tenancy in writing, you can only withdraw it -or delay its effective end date -by written agreement between you as tenant/s and Freebridge Community Housing as landlord.
- Upon receiving your Notice of Termination of Tenancy, your Housing Officer will contact you in order to confirm the date upon which your Tenancy will end, the position of your Rent Account and details as to where you should return your keys to the property.
- Upon returning the keys to the property, you must have left the property, its fixtures and fittings in a clean and tidy condition, and have removed all your personal possessions and effects (known as 'vacant possession'). If you do not, you are liable for us charging to you any costs which Freebridge Community Housing incur as a result of work required to clean, clear and repair (beyond reasonable and normal 'wear and tear') the property before it is next let.
- In this context wheelie bins and recycling boxes constitute fixtures and fittings and you should ensure that they are secured within the property before you leave; you will be liable for us charging you for their replacement should they not be available for the next tenant. Please complete the boxes at the end of this form to confirm that the wheelie bin and recycling boxes will be secured when you leave.



DATA PROTECTION - FAIR PROCESSING NOTICE:

Freebridge Community Housing is collecting and storing the following information for the purpose of processing your request for termination of Tenancy. Forwarding addresses are collected for the purposes of completing your tenancy and any duties associated, and may be used to forward correspondence. For further information on FCH's Data Protection Policy, please contact your Housing Officer who may refer the matter to the Data Protection Officer.

To: Freebridge Community Housing Limited Juniper House, Austin Street,
King's Lynn, Norfolk, PE30 1DZ

NOTICE OF TERMINATION OF TENANCY -TENANT/S NOTICE TO QUIT

Your Name(s):

Your Address:

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.....

Telephone Numbers (Home and/or Mobile):

I/We the above tenants of the above property confirm that we wish to give 4 clear weeks Notice to terminate our Tenancy with Freebridge Community Housing, and consider this Notice -signed and dated below -to be our written Notice for that purpose

The following wheelie bins and recycling boxes will be secured within the property when I leave:

Number of wheelie bins

Number of recycling boxes

Do you rent a garage from Freebridge? YES NO

If YES, what is the garage address
.....

Do you wish to terminate the tenancy of the garage too? YES NO

Signed

Dated

** Please note that in the case of joint tenants, the Tenancy Agreement is/can be brought to an end by written notice being received from only one of the joint tenants)

*** Please note that this Notice will be effective from the date that it is received by Freebridge Community Housing, and not from the date which is entered here -in the event that there is a difference between these two dates

REASON FOR LEAVING

My/Our reason for leaving is:

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NEW ADDRESS

My/Our forwarding address will be:

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TERMINATION OF TENANCY CHECKLIST ADDRESS:

Please complete the following checklist where relevant and hand in with your keys at the end of your notice period.

TASK	DATE COMPLETE
Set up divert with Royal Mail for post	
Take meter readings for Gas & Electric on final day of tenancy	
Ensure all windows are shut and doors locked	
Secure black wheelie bin and recycling bin inside property or shed if lockable (Failure to do so will result in a re-charge of £15)	
Attach lift and/or door fob and meter keys to house keys -return all keys to Freebridge Community Housing by 10 on the Monday after your termination date.	
Ensure rent is paid up to the tenancy end date	
Provide a forwarding address to Freebridge Community Housing	
Ensure all items have been removed from the property to avoid re-charge for clearance	
Inform Council Tax Dept. at Borough Council that you are vacating the property	

Print Name:

Signature:

Date:

INTERNAL USE ONLY

The lifUsecurity door fob and meter keys have been provided for

Thank you for taking time to complete this Form.

**IF ENGLISH IS NOT YOUR FIRST LANGUAGE PLEASE TELL US – WE WILL BE HAPPY TO HELP YOU.
PLEASE CONTACT US IF YOU REQUIRE THIS LEAFLET IN LARGER PRINT OR ON TAPE.**

Freebridge Community Housing
Juniper House
Austin Street
King's Lynn
Norfolk PE30 1DZ
Email: enquiries@freebridge.org.uk
Main Switchboard Telephone: 03332 404 444

Office Opening Hours:
8:45am - 5.15pm (Mon-Thurs)
8:45am - 4.45pm (Fri)
Bank Holidays, Saturday and Sunday Closed
Out of Office Hours:
The main telephone number (03332 404 444)
will divert to 24 hour emergency service.