

NOTICE OF TERMINATION

Please complete this form and return the office copy in the pre-paid envelope enclosed.

Name

Address

- **Keys must be returned to the office by 12 Noon on the termination date (Monday). (Keys returned later than 12 Noon will result in a charge of an additional weeks rent.)**

I/We hereby give 4 weeks (28 days) notice to Villages Housing of my/our intention to leave the above property. I understand all outstanding balances of rent on the above account must be cleared prior to handing in the keys. I give Villages permission to dispose of any item remaining in the property upon vacation and understand that I will be recharged for this and any wilful damage caused at the property.

Date of Termination

MONDAY

Forwarding Address

Telephone Number

Tick the box which best describes where you are moving to:

Internal transfer within Villages Housing Association

Moving to private rented accommodation

Buying a property

Moving in with friends/relatives/partner

Moving to residential care

Moving to Local Authority housing

Moving to sheltered accommodation

Other reason

Please describe your reasons for leaving below:

Tenant Signature

Joint Tenant Signature

Date of Signature(s)

When you return the keys, you will be issued with a key receipt / disclaimer.

FOR OFFICE USE ONLY

Confirmation of Termination date

Projected Account Balance at termination date

Leaving Your Home

If you move without giving notice, then you will be charged four weeks rent from the time we find out that you have gone.

Returning the keys

ALL your keys must be handed in. If we do not receive all the keys, a lock change will be carried out and you will be charged the cost of this. Your keys must be handed in BEFORE MIDDAY on the Monday on which your tenancy ends. If this is not done, your tenancy will be extended an extra week, and rent will be charged for that week.

Payment of rent

Don't forget to pay your outstanding rent before you move - you will be notified of any outstanding rent when you return your keys.

Clearing your Home

Before returning the keys, make sure that:

- ✓ All furniture, carpets and belongings have been removed
- ✓ *Tenants who have had furniture provided by Instant Homes (Oldham) must advise the council that they are moving.*
- ✓ All cupboards, sheds, loft spaces and outhouses have been emptied
- ✓ No rubbish or unwanted items are left

The Council's Environmental Services Department will remove any items of bulky household rubbish for a fee. You can telephone them at Knowsley on 0151 443 2400, or at Oldham on 0161 911 4444 Please note that, if any items are left behind once you have handed keys in, you will be charged the cost of removal.

Alterations you have carried out to the property

In many cases, any home improvements or alterations that you have carried out to the property will become Association's property, and must be left in good condition or working order when you leave. In some cases, you may be able to take the items with you (such as a gas fire). However, you must replace whatever fitting was there before, make sure it is in good working order and make good any damage this may cause.

Warning: Only contractors registered by British Gas or CORGI can remove gas appliances because supply pipes must be properly sealed. If they are not properly sealed, legal action may be taken against you, as this is very dangerous.

Remember: Any fittings, improvements or alterations that are not in good working order or to an acceptable standard when you leave, or that have not been reinstated to our satisfaction, will be charged to you for any costs Villages incurs for carrying out the necessary work.

Tenants repairs

You have to make good any items that are your responsibility and which are broken or in disrepair. If you don't, Villages Housing will do the work and you will be charged for the cost.

Meter readings

Make sure that you contact the gas and electricity companies and provide your meter readings.

Water supplies

On the day you move, remember to turn off the water at the stop tap, as well as the gas and electric at the meters.

Post

Please ensure that you arrange for your post to be re-directed, this can be arranged at your local post office by completing a form at least one month before you leave. After you have left the property you will be unable to return to retrieve any mail that has not been re-directed as this will be disposed of.

If you have any concerns regarding the termination process or the above issues described, please contact your Estate Management Officer before returning the keys.