

NOTICE OF INTENTION TO END TENANCY

Please complete and return this form to the Neighbourhood Co-ordinator, Sentinel Housing Association, 56 Kingsclere Road, Basingstoke, Hampshire, RG21 6XG. If you are signing on behalf of someone else, you normally need to have a Power of Attorney to do so, in which case we will need evidence that you have such power.

Name of Tenant(s): Mr, Mrs, Miss, Ms First Name Surname

Current Address: _____

Date: _____

In accordance with the Conditions of Tenancy outlined in the Tenants' Handbook, I hereby give you four weeks' notice of my intention to vacate and offer you VACANT POSSESSION of the above mentioned address on Monday _____

I understand that rent and any associated charges are still payable up to and including the four weeks' notice period from the Monday following receipt of this completed form. The keys (including meter keys and pre-payment cards) will be returned to the Association before 12.00 noon on that day.

My new address will be _____

Have you accepted the above address as a new tenancy with another Housing Association or Council? Yes/No

If yes, please provide their name and address: _____

To arrange an inspection of my current property PRIOR to moving, I can be contacted by telephone on:
Daytime: _____ Evening: _____

I have advised the relevant gas, electricity and water companies of my new address. The suppliers of gas and electricity to my current home are:

Gas: _____ Electricity: _____

If the keys to the property are not returned by the date shown above or I leave the property in poor condition or that if any debt is left on electricity or gas pre-payment meters, I understand that I will be asked to pay further charges.

Signed: _____ Date: _____

To help us understand why people leave the Association's properties, please tell us why you are moving.

Current home too small.

Current home too large.

To be nearer to work/family.

No longer required.

Medical/Health reasons.

Buying own home.

Issues with neighbours.

Move to sheltered/residential accommodation.

Other (Please specify): _____

Has your property been adapted in any way, such as: stairlift, ramps disabled shower?

Yes/No

If yes, please specify: _____

Does your property have a downstairs WC?

Yes/No

Viewings

In order to ensure that our homes are re-allocated quickly we may wish to arrange for prospective tenants to view your property during your notice period at a time to suit you. Please indicate below whether you would be willing to allow viewings to take place, accompanied by a Neighbourhood Co-ordinator, before you move out.

I would be willing to allow accompanied viewings before I move out.

Yes/No

If you would like this communication in large print, braille or translated please contact the Customer Service Centre on 0800 195 5515 from a landline or 0300 666 5515 from a mobile.

