

Notice of Termination Form

Please use this form to give your four weeks' notice on your property. Return the form either in person or by post to our Head Office address below, or by email using the email address at the bottom of this form.

I/We

the tenant(s) of

Hereby give four weeks' notice of intention to terminate my/our tenancy of the above property on (must be a Sunday)

My/Our forwarding address is

Postcode Telephone number(s)

Email address

My/Our reason for leaving is

Rent will be due up to the termination of tenancy date and payable before you leave the property. If you are claiming Housing Benefit you should check with them to see how much they will pay (usually up to the date you move out). Please contact a member of our rents team to find out the various ways to pay on 01271 312500.

I/We understand the dwelling must be left vacant and in a clean and tidy condition. If any personal items or general household or garden rubbish are left at the property after my/our tenancy has ended then North Devon Homes will be entitled to recharge me/us the cost for removing these items.

Similarly, if the property has been damaged beyond reasonable wear and tear or repair items which are my/our responsibility have not been carried out, North Devon Homes will be able to recharge me/us for the cost of any necessary remedial works.

If you expect the keys to be returned earlier than the date the tenancy will end please give the date

Please note, if you return the keys earlier it will not affect the notice period and the full four weeks' notice will still be charged.

Do you have a keybox at your property? If so please inform us of the number. We will need this to gain access so we can change the code for the next tenant once you have vacated the property. Keybox number:

Signed

Date

Witness (Not a family member)

Address

Occupation