



Saxon Weald

## NOTICE OF TERMINATION OF TENANCY

Please note that notice is only valid if the notice is signed.

### Declaration by tenant or tenant's representative:

I/We give 4 weeks' notice to vacate the property below and that Saxon Weald will write to me to confirm my termination date on receipt of this notice.

I/We acknowledge that the notice period will not start until the following Monday after my signed termination form is received. Any delays in returning this form will result in additional rent being due.

I/We will return all the keys to Saxon Weald House, 38-42 Worthing Road, Horsham, West Sussex, RH12 1DT or, in the case of retirement properties, to a Scheme Manager. All tenancies finish on a Sunday and keys are due back by 12 noon on the Monday after my confirmed termination date.

I/We will ensure that the property is secure and that the property/loft/garden/outbuildings are clean and cleared of all carpets, rubbish and personal possessions on the above date.

I/We understand that any items left in the property after the termination date will be disposed of immediately at Saxon Weald's discretion.

I/We agree to ensure that the property and garden are left in a good state of repair with any unauthorised alterations corrected.

I/We understand that if Saxon Weald incurs costs in the process of:

- clearing/cleaning the property, garden or outbuildings
- carrying out repairs to wilfully damaged items
- rectifying unauthorised alterations

I/we will be charged for this work.

I/We understand that rent is due until the end of the notice period and that action will be taken to recover any debts outstanding after this date.

Signed: .....

Print name: .....

Date: .....

### Name of outgoing tenant

First name .....

Surname: .....

.....continued overleaf

**Address of property to be terminated**

.....

**If you are renting a garage from us, please state the garage address**

.....

**Please indicate your reason for termination below:**

- Transfer within Saxon Weald
- Death
- Moving to another housing association
- Were you nominated by Horsham District Council
- Moving to another local authority
- Moving to the private sector
- Buying own home
  
- Moving to a nursing home

Date on which permanently moved into nursing home: .....

Other (please specify) .....

**To be completed by tenant or person on behalf of the tenant**

Surname: Mr/Mrs/Miss/Ms .....

First Name .....

Relationship to tenant .....

Address where I can be contacted or forwarding address

.....

My contact phone numbers are:

Home number: .....

Work number: .....

Mobile number: .....

**NOTE: If you are not the tenant, documents must be provided to prove that you have the authority to terminate the tenancy on behalf of the tenant:**

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**To enable Saxon Weald to credit your bank account with any monies owing to you, please complete the details below:**

Name (s) of account holder

.....

Bank/building society account number: .....

Branch sort code: .....

Please return this form to:

Saxon Weald  
Saxon Weald House  
38-42 Worthing Road  
Horsham  
West Sussex RH12 1DT