Notice of termination of tenancy

Tenant details

Title:		First name:	
Surname:			
Address: (include postcode)			
Email address:		Mobile number:	

Tenant's forwarding address *(this is needed to enable us to close your account with us)*

Address: (include postcode)	
Email address:	
Mobile number:	
Reason for leaving and any other comments:	

My details (only complete you're not the tenant e.g. executor of will, next of kin etc).
Please note if you are the executor/next of kin of a tenant who has passed away it will be necessary for you to provide a copy of the death certificate.

Title:		First name:	
Surname:		Status:	
Address: (include postcode)			
Email address:		Mobile number:	

Leaving dates: I / we (delete as appropriate) wish to give four weeks' notice to vacate the above home owned by Raven. The last day of the tenancy and the date I / we will give vacant possession will therefore be: (Please note, all tenancies terminate on a Sunday)	Dates:

Notice of termination of tenancy

Raven likes to try and re-let homes as soon as possible. It would help us if prospective tenants could look around the property before you leave. Would you be happy for prospective tenants to view at a convenient time?	Yes		No
Garage (if appropriate) I / We also wish to keep / give one week's notice to terminate the tenancy of the garage			
Number / address		to expire on:	

Direct Debit: If you pay by Direct Debit, do you wish for the mandate to be cancelled? Please tick as appropriate.			
(a) with immediate effect		(b) allow further deductions to cover any outstanding arrears	
If you pay by Direct Debit, the mandate will be cancelled once all balances are up to date.			

Details of service suppliers

Current gas supplier		Current telephone supplier	
Current electricity supplier		Television services supplier	

Condition of the home

Please note that you are responsible for the removing all furniture and effects from the home and for leaving the home in a clear, clean and tidy condition. If items are left in the home these may be disposed of by Raven and the cost of this clearance will be recharged to you (or to the estate). If the home is left in a poor state of cleanliness or has damaged fixtures, you may also incur charges for cleaning and repairs.

Collection of keys

Keys must be returned to Raven House, 29 Linkfield Lane, Redhill, RH1 1SS by 10am on the Monday morning following the termination of the tenancy. If you are in temporary accommodation arrangements will be made by your temporary housing officer. Please note that if you do not hand the property and keys over at this time you will be charged an additional week's rent, as well as any cost of a lock change.

Notice of termination of tenancy

Tenant (tenant or tenant's representative. In case of joint tenancies either party can sign)

Full name: (print)		
Signature:		Date:

Joint tenant (if it is a joint tenancy, both tenants should sign this form)

Full name: (print)		
Signature:		Date:

Thank you for completing this form. Please return it to: Housing team, Raven Housing Trust, Raven House, 29 Linkfield Lane, Redhill, Surrey, RH1 1SS (or give it to your Supported Housing Officer).

Raven Housing Trust – Customer Privacy Statement

Raven Housing Trust processes your personal data in line with the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025 to provide our services, manage tenancies, meet legal and regulatory duties, prevent fraud, and maintain records. Lawful bases include consent, contract, legal obligation, and legitimate interests.

We may share your data with trusted third parties such as contractors, local authorities, and regulators where necessary to deliver our services or meet legal requirements. Your information is stored securely and retained only for as long as needed for these purposes.

Raven Housing Trust is registered with the ICO under registration number Z9726292.

You can contact our Data Protection Officer at dataprotectionofficer@ravenht.org.uk.

Full privacy policy available at:

https://www.ravenht.org.uk/about-us/governance/your-data-your-rights/privacy-policy/

For information about your rights, visit https://ico.org.uk