Notice of termination of tenancy

**Tenant’s details**

|  |  |  |
| --- | --- | --- |
| **Title** Mr □ Mrs □ Miss □ Ms □  |  | **First names**  |
|  |  |  |
| **Surname**  |
|  |  |  |
| **Address** Including postcode |
|  |  |  |
| **Telephone** |  | **Email** |

**My details** *(if not the tenant – eg executor, next of kin)* ***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** Mr □ Mrs □ Miss □ Ms □  |  | **First names** |
|  |  |  |
| **Surname** |  | **Status** |
|  |
| **Address**Including postcode |
|  |  |  |
| **Telephone** |  | **Email** |

**Leaving dates**

|  |  |
| --- | --- |
| I / We understand that as per the tenancy agreement I/we must give at least 28 days notice.*Please note that all tenancies terminate on a Monday. See Guide to Leaving Your Home for further details.*The tenancy end date will be confirmed by Housing Choice*.*I/Weintend to return the keys on**Date**  |  |
|  |  |  |
| 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 □ |

|  |
| --- |
| **If Raven need to carry out any minor repairs to the property before new resident move in, would you be prepared for these works to be carried out before you leave the property? 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: | Day Month Year  |

**Condition of the home**

Please note that you are responsible for removing all furniture and effects from the home and for leaving the home in a clean and tidy condition. Any items left in the home will 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.

**Signature(s)** (*In case of joint tenancies either party can sign*)

|  |  |  |
| --- | --- | --- |
| **Signature****of tenant**  |  | **Date** Day Month Year  |
|  |  |  |
| **Signature****of joint tenant**  |  | **Date** Day Month Year  |
|  |

**Keys to the property**

Once Raven receive this Termination of Tenancy you will be contacted by the Voids Administrator to arrange for a member of staff to inspect your property. A further appointment will be made with you to for Raven to collect the keys from you at the property (unless you are in temporary accommodation & have made arrangements to hand the keys to the scheme manager). If it is not convenient to meet a member of staff at the property, the keys MUST be returned to Raven House by 10am on the Monday that the tenancy ends. Failure to return the keys by this time will result in further rent charges.

**Direct Debits**

|  |
| --- |
| 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 □**Please note that if the direct debit is cancelled with immediate effect you will need to pay any outstanding monies owed by another method of payment.** |

**Details of the services suppliers**

|  |  |  |
| --- | --- | --- |
| Current gas supplier |  | Current telephone supplier |
|  |  |  |
| Current electricity supplier |  | Television services supplier |

**Your forwarding address**

|  |
| --- |
| **Address** Including postcode |
|  |  |  |

|  |
| --- |
| **Reason for leaving and any other comments** Please tell us why you are leaving the home to help us improve our services. Thank you. |

Thank you for completing this form. Please return it to: **Housing Choice Section, Raven Housing Trust, Raven House, 29 Linkfield Lane, Redhill, Surrey, RH1 1SS** (or give it to your temporary housing officer).

**Data Protection**

 **The personal details on this form or for the purpose of this service are collected by the data controller, Raven Housing Trust of Raven House, 29 Linkfield Lane, Redhill, Surrey RH1 1SS which is a Registered Society registered under the Co-operative and Community Benefit Societies Act 2014.**

**The reasons for processing personal data are allocating homes, managing tenancies and providing key services and the legal basis for processing are to fulfil contractual obligations, pursue our legitimate interests or comply with legal obligations. If processing special categories of personal data, further legal bases for processing will be sought under Article 9, such as explicit consent.**

**We will share your personal data with the following organisations (councils, auditors, contractors and to comply with the law) for purposes of to fulfil the contract and to carry out associated services.**

**Your details will be held by Raven Housing Trust or our suppliers for no longer than necessary for the purpose it was intended.**

**For further information about our how we treat your personal data, please visit our privacy policy on our website at** [**www.ravenht.org.uk**](http://www.ravenht.org.uk)**. Our privacy policy details how we protect and secure your personal data, your rights and how to exercise them and more.**

**Alternatively you can contact us by phone on 0300 123 3399. Emails can also be sent to our Data Protection Officer via** **DataProtectionOfficer@ravenht.org.uk****.**