



Termination of Tenancy Form

Ending Your Tenancy Form

Name of Tenant	
Name of Joint Tenant	
Address	
Contact Telephone Number	
Email Address	
New Address (Inc Postcode)	

What are the main reasons for your house move? (Tick all that apply)

Need Larger House	Need Smaller House	Cannot afford Rent	
Buying a Property	Moving Nearer Work	Medical Reasons	
Give Family Support	Receive Family Support	Unhappy with neighbours	
Better style of house	Unhappy with Area	Better Housing conditions	

If you are unhappy with the area or your house condition please tell us more:

Notice of Termination of Tenancy

I/we wish to end my/our tenancy of _____
(insert current address) and give 28 days' written notice as set out in my/our tenancy agreement.

I/we understand that I/we will be responsible for paying rent during the 28 days notice period.

I/we will return all the keys signed for at the start of my/our tenancy to the Larkfield HA office and give vacant possession on or before _____.

Signature(s) (both tenants must sign where there is a joint tenancy)

Tenant _____

Joint Tenant _____

Date _____

Pre termination Access Arrangements

As part of the termination process we require to carry out a visit to the property before you hand back your keys please give us a suitable date and time to carry out this visit.

Date of Pre Term Visit _____

Time _____

Please Remember:

- A charge will be made for the removal of any furniture or items left in the house
- A charge will be made for the emptying of wheelie bins left full
- A charge will be made for any repairs or decoration which Larkfield Housing Association has to carry out which should have been your responsibility
- You should take meter readings for your electricity and gas supply and let your supplier know your new address. Please do not arrange for disconnection.

For office use only

Date Received	
Date of Termination	
Pre Term Carried out	Yes / No

Larkfield Housing Association Limited is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 2509 R(S), Registered Office: 14 Lothian Road, Greenock PA16 0PG. It is a Charity registered in Scotland, Charity Number: SC032418; a Registered Social Landlord with the Scottish Housing Regulator, Registration Number: HCB 293; and registered as a Property Factor Id: PF000279. Part of the (c) Link group 2017.

