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| **YOU ARE REQUIRED BY YOUR TENANCY AGREEMENT TO GIVE US**  **4 WEEKS NOTICE OF YOUR INTENTION TO VACATE YOUR HOME** |

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| * **You must hand over to us all of the keys for your home before 12 noon on the date you give below** * **If you are late returning the keys, we will charge you an amount equal to the full weekly rent, for each week (or part week) until we receive the keys and vacant possession of the property** * **Please read the notes overleaf for more information** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| hereby give notice that  intend to vacate and deliver up possession of:- | | | | | | | |
| **Address:** |  | | | | | | |
| **On:** | day, / / 20 | | | This **MUST** be the end of a tenancy period and at least 4 weeks after this form is received by us | | | |
| **Name(s):** |  | | | | | | |
| **Signed:** | |  | | | **Dated:** |  | |
| **Signed (Joint tenant):** | |  | | | **Dated:** |  | |
| **Reason for moving out:** | |  | | | | | |
| **Forwarding address:** | |  | | | | | |
| **Current contact phone number:** | |  | **New contact phone number (if different):** | | | |  |

|  |  |  |
| --- | --- | --- |
| Utilities Information: | **Gas** | **Electric** |
| **Name of supplier:** |  |  |
| **Meter serial number:** |  |  |
| **Please hand in the gas/electric meter keys/cards when you move out.** | | |

## Please answer the questions overleaf.

## The information you provide will help us rehouse someone in need more quickly.

|  |  |  |  |  |  |
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| 1. | Is your home a | | 2. | How many bedrooms are there? | |
|  |  | House |  |  | None - it's a bedsit |
|  |  | Flat |  |  | One |
|  |  | Maisonette |  |  | Two |
|  |  | Bungalow |  |  | Three |
|  |  |  |  |  | Four or more |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. | If your home is a flat, which floor is it on? | | | 4. | Where is your bathroom located? | |
|  |  | Ground | |  |  | On the same floor as the front door |
|  |  | First | |  |  | On the floor above |
|  |  | Second | |  |  | On another floor |
|  |  | Third or above | |  |  |  |
|  |  |  | |  |  |  |
| 5. | Have there been any adaptations in your home? | | | 6. | What type of heating do you have? | |
|  |  | No | |  |  | Solid fuel |
|  |  | Yes, a ramp to the front/back door | |  |  | Gas central heating |
|  |  | Yes, a shower over the bath | |  |  | Oil fired central heating |
|  |  | Yes, a shower instead of a bath | |  |  | Electric storage heating |
|  |  | Yes, a level access shower | |  |  |  |
|  |  | Yes, other (please give brief description) |  | | | |
|  |  |  | | | | |
|  |  |  | |  |  |  |
| 7. | Do you have any furniture or appliances (eg., fridge or cooker) in your home that has been provided by Alliance Homes? | | | 8. | Would you allow us to show a prospective tenant around your home before you move out? | |
|  |  | Yes | |  |  | Yes |
|  |  | No | |  |  | No |

**FURTHER INFORMATION**

* **If you move out before the four week period given overleaf has expired, we may charge you for the rent that is due for the remainder of the period.**
* Please label your keys and return all of them to your local office before 12 noon on the day of vacation. We will charge the full weekly rent if they are not returned on time.
* We will provide you with a receipt for your keys. Please keep this safe.
* Please make sure that your home is clean and tidy before you hand in the keys. In accordance with your Tenancy Agreement, we are not responsible for the safekeeping of any of your goods that you leave behind.  **We will remove and dispose of any items left in the property.**
* We may charge you for the removal of any goods, furniture or rubbish left in your home. This includes the loft, sheds, outbuildings and any garden areas.
* If you claim housing/council tax benefit you should inform Liberata, North Somerset Council’s benefits contractor, of the date you actually leave the property (tel. 01275 888136). You will need to make a new claim for benefit in your new home.
* Please read the meters in the property and pass this information, along with your forwarding address, onto the appropriate companies eg., gas, water, electricity and telephone.
* You may wish to arrange the redirection of your post with the Post Office before you leave.
* **Please contact us on 03000 120 120 if you require any further advice.**

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| **If you also rent a garage that you are giving up, please inform Secure Parking & Storage**   * + By telephone:   0117 3591425   + Email: [alliance.garages@secureparkingandstorage.co.uk](mailto:alliance.garages@secureparkingandstorage.co.uk) |