



Terminating the Tenancy of Your Home



This form is not complete without being signed on the next page

To be completed in full

Please read the notes below before completing this form. There are other help notes on page two.

1. Your rent, water and service charges should still be paid up to your termination date.
2. Four weeks notice is required as outlined in the tenancy agreement. If we receive your termination notice on a Monday then that will be the date the notice of termination is taken.
3. If you are completing the termination as the next of kin for deceased tenants you will not be required to give four weeks notice. The tenancy will finish the following Sunday after Stockport Homes has received all keys to the property and a copy of the death certificate, or the Sunday prior if all keys returned by 10am on the Monday.

Name of tenant(s):

I will be terminating the tenancy of: **Address of property:**

.....

..... **Postcode:**

My notice period (four weeks) will start on: Monday / /

(Your notice **MUST** commence on a Monday)

My tenancy will finish on: Sunday / /

All keys and fobs to the property and communal areas must be handed in by **10am** on the Monday following the termination date.

The proposed date I will hand my keys in is: / /

Your new address:

.....

..... **Postcode:**

Telephone: Email address:

What to do if someone dies

What was the date of death: / /

Please attach a copy of the death certificate to this form: Attached To follow

Please note that we will be unable to conclude a tenancy without receiving a copy of the death certificate.

 **This form is not complete without being signed on the next page.** **1**

Please note this termination form can only be signed by the tenant or a person with the Power of Attorney.

Additional help notes when completing this form.

1. If you are transferring from another Stockport Homes' property you do not have to give four weeks notice. The tenancy will finish the following Sunday after Stockport Homes has received all keys to the property, or the Sunday prior if all keys returned by 10am on the Monday.
2. If all your keys and fobs are not returned by the date your tenancy finishes you may incur a further week's rent charge.
3. Please note that if you return your keys early you will still pay rent up until the termination date.
4. If you have an outstanding Right to Buy application or Mutual Exchange, please ensure that this is cancelled.
5. The four weeks notice is still chargeable for rent even if you are in receipt of Housing Benefit. If you stop living at the property you must inform Housing Benefits right away to prevent an overpayment being made.

Tenant's representative's details

If you are the next of kin or acting on behalf of a tenant who has moved to residential care or has died, please add your address.

Name:

Relationship to tenant:

Address:

Postcode:

Contact telephone number:

Signed:

Date: / /

Power of Attorney

You will need to have Power of Attorney if you are signing on behalf of a tenant who is going into residential care. Please supply copy of Power of Attorney:

Attached

To follow

Important Information – Recharges

Please ensure that you remove all items from the property including furniture, carpets and cookers etc. even if they are in good condition. This includes all items from external areas including structures and contents of sheds, greenhouses and outhouses. All contents left will be disposed of on receipt of keys or termination date (whichever falls first). You will be charged for the full cost of removing any items that you leave plus 10% admin charge and VAT.

If the property does not meet the standard which you are required to maintain, as outlined in your tenancy agreement, you will be recharged for the cost to bring the property up to standard. This could include repairs or garden maintenance. Terminating a tenancy may have serious consequences for your future housing prospects. If you are at all unsure about whether you are making the right decision, please speak to the Neighbourhoods team.



Name of tenant(s):
.....

Signed:

Date: / /

Name of tenant(s):
.....

Signed:

Date: / /



Where are you moving to and what is the reason for leaving?

Moving to:

Housing Association property

and leaving due to:

- needing a bigger property
- needing a smaller property
- it being more affordable
- experiencing anti-social behaviour problems
- medical reasons
- the condition of current property
- moving in with partner / marriage
- needing to be nearer family / friends / support network / work
- domestic violence / abuse
- relationship breakdown
- hate incidents

Moving to:

Private rented property

and leaving due to:

- needing a bigger property
- needing a smaller property
- it being more affordable
- experiencing anti-social behaviour problems
- medical reasons
- the condition of current property
- moving in with partner / marriage
- needing to be nearer family / friends / support network / work
- domestic violence / abuse
- relationship breakdown
- hate incidents

Moving to:

Transferring to other Stockport Homes property

and leaving due to:

- needing a bigger property
- needing a smaller property
- it being more affordable
- experiencing anti-social behaviour problems
- medical reasons
- the condition of current property
- moving in with partner / marriage
- needing to be nearer family / friends / support network / work
- domestic violence / abuse
- relationship breakdown
- hate incidents

Other

- Moving into residential care
- Buying own home
- Medical reasons
- Moving in with family and friends
- Imprisonment

Please tick here if you are terminating due to the death of the tenant

If you would like a copy of this form in large print, Braille, audiotape, CD or assistance with translating please contact the Social Inclusion Team on **0161 474 2860** or email **inclusion@stockporthomes.org**



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Details about the property

Are there any adaptations in the property? For example a stair lift or a walk in shower:

Yes No

If so what are they?:

.....

If so which room are they in?:

.....

Who is your electricity supplier:

.....

Type of meter:

Prepay Quarterly

Who is your gas supplier:

.....

Type of meter:

Prepay Quarterly

Overall, how satisfied were you with:

	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Very dissatisfied
Your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area as a place to live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stockport Homes as a landlord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you were dissatisfied, or very dissatisfied with any of the above, please state why:

.....
.....
.....
.....
.....

If we can resolve a problem and help you stay in your home, please let us know by talking to us or by giving us information below:

.....
.....
.....
.....



Please return this **signed** form the Neighbourhoods team.
This form is not complete without being signed on page 2.

Neighbourhoods
Stockport Homes Group
 Cornerstone
 2 Edward Street
 Stockport SK1 3NQ
0161 217 6016
areateam.voids@stockporthomes.org

www.stockporthomes.org
 /StockportHomes @StockportHomes