

Intention to end your tenancy - Giving notice

We are sorry that you are thinking of leaving your Arches home. To end your tenancy you must give us 28 days notice in writing. Please complete this form and return to us as soon as possible. Your notice period always starts on a Monday and ends on a Sunday.

Please be aware that your notice will not start until we have received the completed termination form and we confirm the tenancy end date with you.

During your notice period we will carry out a home visit. This is important because we need to check the condition of your property and gardens so we can tell what you need to do before the end of the tenancy.

You need to return the keys to our office by 12 noon on the first Monday after your tenancy ends otherwise you will have to pay another week's rent.

If you have any questions about the tenancy termination process please contact us.

Tel: 0114 228 8100 or email: info@archeshousing.org.uk

Tenancy Termination Notice

Name	
Address	
Post Code	

In line with the terms of my tenancy agreement I hereby give 28 days notice to terminate my tenancy. I understand that the 28 day period starts from the Monday following the date this notice is signed and returned to Arches.

I understand that Arches Housing will confirm the final day of my tenancy and when I should return the keys to the property.

I understand that before leaving the property I will:

- Allow access to the property for an inspection visit
- Remove all personal belongings from the property and garden
- Remove all waste and rubbish from the property and garden
- Remove all carpets, curtains and blinds (unless agreed with Arches)
- Pay any rent arrears, maintenance recharges or other debts.

My Forwarding Address is	
My New Landlord is	
Signed (tenant/joint tenant)	
Date	
Signed (tenant/joint tenant)	
Date	

Please return the signed form to:

Arches Housing, 122 Burngreave Road, Sheffield, S3 9DE or Email to: info@archeshousing.org.uk