



NOTICE TO QUIT GIVEN BY TENANTS

Tenant 1 name (Block Letters) _____

Tenant 2 name (Block Letters) _____

Address _____

Postcode _____

I / We give notice to Saffron Housing Trust to end the tenancy at the above address to take effect four weeks from the Monday following service of this notice.

Forwarding address _____

Postcode _____

Contact telephone number(s) _____

Email _____

Tick this box to agree that Saffron Housing Trust can pass your forwarding address to our utility provider.

Signature 1 _____ Date _____

Signature 2 _____ Date _____

- Please tick if the tenant has passed away and you are the executor of the estate / next of kin. Please provide us with your contact details below, together with a copy of the death certificate (please do not delay sending the form in if you do not have the death certificate yet)
- Please tick if you are acting as Power of Attorney for property and financial affairs. Please provide us with the full legal documentation and your contact details below:
- Please tick if you are acting on behalf of the tenant in relation to arranging inspection of the property and returning the keys. Please provide your contact details below.

Name: _____

Address: _____

Telephone and Email: _____

Signature _____ Date _____

Relationship to tenant/tenants _____

Joint tenants please note that this notice will end the tenancy even if only one tenant signs it, so that ALL tenants will have to leave

- At the end of the notice all occupants will have to leave.
- The dwelling must be left in a clean and tidy condition.
- We will need to inspect your property before the tenancy end date. We will contact you to arrange this. At this meeting a key box will be fitted on the outside of the property
- By 12 pm on the Monday following the tenancy end date, please put one door key in the key box. Please leave all other keys in the property.
- The tenancy end date will be confirmed in writing along with further information regarding the end of your tenancy. You will be charged for the full cost of the lock change if you do not leave your keys.
- If you are transferring, and in receipt of Housing Benefit and have an overlap of start and end dates between two properties, benefit may be payable on both properties. Please contact your local authority for further information.
- You are liable to pay the full rent until the tenancy end date.
- Please be aware that the notice to quit is a legally binding document.
- If you are a joint tenant who wishes to quit the property, but the other tenant does not, please be aware that the signed form is binding on both tenants. The remaining tenant has no legal entitlement to remain in the property once the notice to quit period has passed. Please seek independent legal advice before signing this document if this is the situation you are in.

By signing this form, you understand that any possessions left in the property after the tenancy end date will be disposed of by Saffron Housing Trust without further notice and you will have given up any rights relating to those possessions and you will be charged for this.

Reason for ending tenancy

- Moving to other Saffron Housing Trust property
- Moving to a Saffron Housing Trust sheltered or housing with care property
- Moving to other housing association/council property
- Buying private property
- Buying a property through a government mortgage scheme
- Renting private property
- Moving into care or residential home
- Moving in with family or friends
- Taken into custody
- Moving with no permanent address
- Deceased date of death: _____

Is the property you are moving to a new build? Yes No

GENERAL INFORMATION (Please tick or enter a number in the relevant box)

In order to re-let your home, we would like to show the property to new tenants.

Do you know of any outstanding repairs to your property? Yes No

If yes, please specify _____

Have you made any improvements / alterations to your property?

If yes please specify _____

Were your improvements agreed with the Saffron Housing Trust before work started? Yes No

Which company supplies gas to your property? _____

Gas company telephone number _____ Do you have a card meter? Yes No

Which company supplies electricity to your property? _____

Electricity company telephone number _____ Do you have a card meter? Yes No

Do you also rent a garage from Saffron Housing Trust? Yes No

If yes please provide the address of the garage _____

Please contact us at info@saffronhousing.co.uk to discuss your garage.

Do you rent a lifeline from Saffron Housing Trust Yes No

Do you pay by Direct Debit Yes No

PROPERTY DETAILS

Does the property have a separate dining room and living room? Yes No

Approximate size of garden (if applicable)

Front: Small / Medium / Large Back: Small / Medium / Large

Is there Communal Access to back

Does the property have any disabled adaptations for example wet room, ramps, grab rails? Yes No

If yes, please specify _____

Does your property have a gas / electric cooker point? (Please delete as appropriate)

Please complete this form and return it to lettings@saffronhousing.co.uk by email. Alternatively, you can return it by post or in person to: Lettings team, Saffron Housing Trust, Saffron Barn, Swan Lane, Long Stratton, NR15 2XP