



TERMINATION OF TENANCY NOTICE BY TENANT

Doc. Ref:	VP FM 001
Issue:	2
Amended:	19/5/2014
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PART A - To be completed by Tenant and returned to your Plymouth Community Homes Area Housing Office
I hereby give notice to terminate the tenancy of:

Address	
Name	
My reason for terminating the tenancy is	

The notice* to expire at noon on Monday	
or at the end of the period of your tenancy which will end next after the expiration of four weeks from the date of this notice.	

My forwarding address will be:	
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Telephone contact number(s) (Please provide numbers where you can be contacted for the next 4 weeks)			
Telephone No:		Mobile No	

Name of:			
Gas Supplier		Electricity supplier	

Do you lease a garage from Plymouth Community Homes?	
Do you wish to retain this garage?*	
Address of garage:	

Declaration:

I agree to meet a representative from Plymouth Community Homes at a pre-arranged time and date at my property to return all keys and utility keys/cards
 If I/we wish to extend my tenancy I/we will notify the Voids Office (Tel 0800 0281040) before noon of the Friday before the termination date stated above. I/we accept that should the keys be returned late I/we will be charged additional rent and/or the cost of installing new locks and following change of locks I/we will not be able to re-enter the property.
 I/we undertake to clear the property (including garden) of all personal possessions and leave it in a clean and tidy condition and give consent for any personal possessions that may be left at the property (including garden) to be disposed by Plymouth Community Homes for which I/we may be charged.
 I/we accept that I/we will be charged for any willful or negligent damage that may have been caused to the property prior to my returning the keys.

Signature(s):		Date	
Name(s) Printed:			

If the Tenant is deceased or unable to sign this form and the notice is from the next of kin or other authorised person please supply the following information.

Relationship to Tenant	
Your Name (Printed):	
Your Address:	
Telephone No.	

* Minimum of **four weeks'** notice for living accommodation, except on Transfers

** Minimum of **one weeks'** notice for garages and parking sites



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PART B – For use by PCH to be completed by Housing Officer /Assistant

Form received by – name printed		Signature		Date	
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	Date	Initials	Comments
Termination Date			
Termination Logged on Computer			
Acknowledgement Letter Sent			
Cash Incentive Letter sent			
Reason Code			

Upon completion of Termination of Tenancy Procedure on Northgate the Termination of Tenancy should be emailed to 'tenancy termination' generic email address