

NOTICE OF TERMINATION OF TENANCY



I hereby give 28 days notice of my intention to termination my tenancy at the address below

Tenant Name:	
Joint Tenant Name:	
Address:	
Postcode:	
Telephone Number:	
Email:	
Date of End of Tenancy:	___ / ___ / _____
Reason for Leaving:	
Forwarding Address:	

Gas Supplier	
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Quantum:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Electric Supplier	
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Powercard:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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The following person(s) are over the age of sixteen and live at this address as their principle home. They have been informed that the tenancy will end and will also be leaving the above property by the above date.

Name	Signature of Person of 16

Important Information

- I/we understand that HfL will photograph and advertise the property through These Homes prior to my tenancy end date.
- The keys will be returned to the office of Homes for Life by 9:00am the day following termination. Failure to return the keys in time will result in extra rent being due.
- Please leave the property, including any garden and driveway area, in a clean and tidy condition when you leave.
- Please ensure you remove any personal belongings and that all rubbish is disposed of appropriately prior to you leaving. Including any items that have been left in the loft or external storage cupboards.

- Please notify below the date when you will be vacating the property:
 - Gas supplier
 - Electricity supplier
 - Telephone company
 - East Lothian Council – Council tax
- Please ensure that if you have any pre-payment meters that keys/cards they are left in the property.

You will be charged for

- Any damage or outstanding works to the property for which you are responsible, including “improvements” where no permission has been given and which could be a safety hazard:
- Clearance costs for any rubbish/personal belongings left in and around the property;
- Lost keys;
- Cleaning the property to meet HfL’s standard for re-letting
- If you fail to contact HfL and do not return keys by or on the agreed time and date, HfL will gain entry to the property and change the locks. You will be charged for the cost of doing so and any additional week’s rent.

Declaration

I/we hereby acknowledge that by terminating my/our tenancy I/we also terminate my/our Membership of Homes for Life Housing Partnership. (Note: This is an optional clause covering termination of membership. Please delete if you are transferring to another tenancy of HFL or you wish to remain members after termination)

Tenant Signature	Print Name	Date
Joint Tenant / Partner / Spouse Signature	Print Name	Date

Homes for Life Housing Partnership
 57 Market Street, Haddington, East Lothian, EH41 3JG
 Tel: 01620 829300 Email: info@homesforlife.co.uk

Confirmation of Termination

I/we confirm that number of keys returned are:

Property keys/fob

Mortice keys

Yale keys

Fob

Cupboard keys

Tenant Signature

Print Name

Date

Witness (HfL staff)

Print Name

Date

Tenancy Termination Survey

1. Taking everything into account, how satisfied or dissatisfied are you with overall service provided by HfL?

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

2. Homes for Life provides an effective and efficient service?

Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

3. Homes for Life provides the standard and quality of service I expect?

Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

4. Homes for Life treats its tenants and customers fairly?

Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

5. Overall, how satisfied or dissatisfied were you with the opportunities given to you to participate in HfL's decision making processes?

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

6. Overall, how satisfied or dissatisfied were you with the quality of your home?

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

7. Thinking about the last time you had repairs or an annual service carried out, how satisfied or dissatisfied were you with the repairs service provided by HfL?

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

8. Overall, how satisfied or dissatisfied were you with HFL's management of the neighborhood you lived in?

Very Satisfied	Satisfied	No Opinion	Dissatisfied	Very Dissatisfied

9. Taking into account the accommodation and services HfL provide, do you agree the rent for the property gave you good value for money?

Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

10. How likely is it that you would recommend HfL to a family member, friend or colleague?

Very Likely	Likely	No Opinion	Unlikely	Very Unlikely

11. Please use this space to tell us about the service you have received from us and if there is anything we can do to improve our services?

Alternatively, please complete using the following link:- <https://www.smartsurvey.co.uk/s/22F7MQ/>