



# Tenancy termination notice

Please complete and return this form to:

Saxon Weald, Saxon Weald House, 38-42 Worthing Road, Horsham, West Sussex, RH12 1DT

## Address of property to be terminated

.....  
.....

## Declaration by tenant or tenant's legal representative

I/We give 4 weeks' notice to vacate the property below and that Saxon Weald will write to me to confirm my termination date on receipt of this notice.

I/We acknowledge that the notice period will not start until the following Monday after my signed termination form is received. Any delays in returning this form will result in additional rent being due.

I/We understand that Green Energy Switch will be notified to take over the gas and electric utilities at the end of my/our tenancy on submission of this termination form. If I/we cancel our termination, Saxon Weald may not be able to stop the transfer of the utility provider to Green Energy Switch.

I/We will return all the keys to Saxon Weald House, 38-42 Worthing Road, Horsham, West Sussex, RH12 1DT or, in the case of retirement properties, to a Scheme Manager. All tenancies finish on a Sunday and keys are due back by 12 noon on the Monday after my confirmed termination date.

I/We will ensure that the property is secure and that the property/loft/garden/ outbuildings are clean and cleared of all carpets, rubbish and personal possessions on the above date.

I/We understand that any items left in the property after the termination date will be disposed of immediately at Saxon Weald's discretion.

I/We agree to ensure that the property and garden are left in a good state of repair with any unauthorised alterations corrected.

I/We understand that if Saxon Weald incurs costs in the process of:

- clearing/cleaning the property, garden or outbuildings
- carrying out repairs to wilfully damaged items
- rectifying unauthorised alterations

I/we will be charged for this work.

I/We understand that rent is due until the end of the notice period and that action will be taken to recover any debts outstanding after this date.

Signed: ..... Print name: .....

Date: .....

Does your current property have any adaptations (e.g. wet room, level access shower)?  
If so, please detail below:

.....

Are you renting a garage from us? If so, please state the garage address below:

.....

**Please indicate your reason for termination below:**

- Transfer within Saxon Weald
- Death
- Moving to another housing association 
  - If so, were you nominated by Horsham District Council Yes  No
- Moving to another local authority
- Moving to the private sector
- Buying own home

- Moving to a nursing home

Date on which permanently moved into nursing home: .....

- Other

Please specify: .....

**To be completed by tenant or representative on behalf of the tenant**

Title: Mr  Mrs  Miss  Ms

Surname: .....

First Name: .....

Relationship to tenant: .....

Address where I can be contacted or forwarding address:

.....

Telephone numbers:

Home: .....

Work: .....

Mobile: .....

Please note: if you are not the tenant, documents must be provided to prove that you have the authority to terminate the tenancy on behalf of the tenant.

If there is any credit owed to you on your rent account, Saxon Weald will contact you for your bank details to transfer these funds.