

WARRINGTON HOUSING ASSOCIATION

TENANCY TERMINATION FORM

To: Warrington Housing Association Limited
 the Gateway,
 89 Sankey Street,
 Warrington,
 WA1 1SR

Your full name:	
I/We hereby give WHA four weeks' notice to terminate the tenancy of: (address of the property)	
The date the tenancy will end is:	

Please note that we need a full 4 weeks' notice from the date of receipt of this form. As you have a weekly tenancy the date your tenancy ends must be a Sunday.

	Date for returning keys:
I/we agree to clean and clear the property and any gardens, and out-buildings and to give up the property with vacant possession, and to return the keys to you, the Landlord by:	

The keys should be returned by no later than **10.00am on the Monday after the date your tenancy ends**. You will continue to be charged rent until the keys are returned. We are happy to accept keys early from you but you will be charged rent until your notice expires. If we are able to rent your home before your notice expires we will refund you any rent we have over-charged.

	Signature:	Date:
I/We agree that any rent and charges will be paid in full up to the date the tenancy ends.		
If the keys are not returned by me/us, and signed for, by the date of surrender, I/we agree to reimburse Warrington Housing Association in full for the cost incurred in		

changing all existing locks at the surrender property. (You may also be charged rent if the keys are not received by the date your tenancy terminates).		
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Warrington Housing Association will recharge for the cost of cleaning/clearing any items left behind inside the property or in the garden and will dispose of all goods left behind as soon as the property is void and these costs will be recharged to the outgoing tenant.

The forwarding address will be: (please give your new address)	
Phone number/mobile number:	
The reason for leaving the above property is:	
Name of Electricity supplier:	
Is there an electric pre-payment card meter:	
Name of Gas supplier:	
Is there a gas pre-payment card meter?	

Personal information supplied by you will be held by Warrington Housing Association and used in accordance with the Data Protection Act 1998. This information will not normally be passed on to third parties without your specific agreement. Exceptions to this are listed in Warrington Housing Association’s Confidentiality Policy, which is available free from our office.

SIGNED (Tenant):	
PRINT NAME:	
DATED:	
SIGNED (Partner):	
PRINT NAME:	
DATED:	

This document must be signed by all those named on the tenancy agreement

SUBMIT