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|  | **ENDING A TENANCY** |  |

Grand Union Housing Group

Tel: 0300 123 5544

Email: allocations@guhg.co.uk

To: Grand Union Housing Group

I / We (your names)

Hereby give you Notice to Quit the tenancy of

 (address)

On Sunday of 20

or on the day which a complete period of the tenancy expires after the end of four weeks from service of this Notice. **Please be aware that it is not possible to withdraw a valid Notice to Quit.**

Dated

Signed (1)

Signed (2)

Your Details:

|  |  |
| --- | --- |
| Name of person giving notice (1) |  |
| Name of person giving notice (2) |  |
| Telephone Number |  |
| E-Mail Address |  |
| Forwarding Address |  |
| Post Code |  |
| Telephone Number |  |
| Garage Address (if applicable) |  |
| Reason for giving notice |  |

PTO

I/ We understand the following:

|  |
| --- |
| At least four full weeks’ notice in writing is required to end the tenancy, expiring on a Sunday. |
| If I do not leave the property after the notice period has expired, my tenancy will end and I will be liable for use and occupation charges for the property. |
| **If you are ending a tenancy on behalf of somebody else:**Alongside this form, you will need to provide us with a copy of the Property and Financial Affairs Lasting Power of Attorney. |
| **If you are ending a tenancy on behalf of somebody who has deceased:**Alongside this form, you will need to provide confirmation that you have been granted probate or administration of the deceased’s estate. If you do not have this, please contact GUHG to discuss how the tenancy can be ended. |
| Keys can be left in the key safe anytime up until 12pm on the last day of the notice period. |
| I will be expected to provide access for a property inspection to be carried out before I leave. Please note, GUHG will contact you within 3 working days of receiving the notice to arrange this appointment. If you have not heard from us or have any queries regarding the inspection, please contact the Empty Homes Planner on 0333 015 2392 |
| Any debts on the Gas and Electricity Meters are my responsibility and that I will be liable for any monies outstanding.  |
| Any items left in the property, outbuildings, shed or garden, after the keys are returned to GUHG, will be deemed as unwanted items. As such they will be disposed of and I will be charged for the cost of disposal. |
| It is my responsibility to ensure that all mail is redirected. |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (1) |  | Signed (2) |  |
| Print Name |  | Print Name |  |
| Dated |  | Dated |  |

Please return to: K2, TIMBOLD DRIVE, KENTS HILL, MILTON KEYNES, MK7 6BZ

allocations@guhg.co.uk