

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		
Email address		
Forwarding address		
	Post code	
Telephone number		
Garage address (if applicable)		
Reason for giving notice		

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 died: Next of kin will need to end the tenancy formally by email, letter or the ending tenancy form. Non-family members will need to contact Grand Union to discuss the circumstances.
Keys can be left in the key safe anytime up until 12pm on the last day of the notice period. If you have installed your own key safe, please contact the Onboarding Team and advise of the access code for this key safe on 0300 123 5544 or onboarding@guhg.co.uk Garage keys should be left in the garage key safe – if you do not have one fitted, cannot access the safe using 2580 or have changed the key safe code yourself please contact garages@guhg.co.uk
I will be expected to provide access for a property inspection to be carried out before I leave. Please note, Grand Union will contact you within three 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 Onboarding Team.
Any debts on the Gas and Electricity Meters are my responsibility and that I will be liable for any monies outstanding. The utility meters will be changed at the end of the notice period, if I stay at the property past this date, my utilities will be affected.
Any items left in the property, garage, outbuildings, shed or garden, after the keys are returned to Grand Union, 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	
Date		Date	

Please return to:
Grand Union Housing Group, K2, Timbold Drive, Kents Hill, Milton Keynes, MK7 6BZ
Tel: 0300 123 5544 Email: onboarding@guhg.co.uk