

NEW PROGRESS HOUSING ASSOCIATION

TENANCY TERMINATION

To: **New Progress Housing Association**

I hereby give you **four weeks notice** that I/We will terminate my/our tenancy of:

Address:

Contact Tel No:

The tenancy will end at 12 noon on Monday:

Before this date we will arrange to carry out a pre-termination inspection of the property

My forwarding address is:

Reason for termination:

Present Property details: (Please tick all that apply)

Ground Floor Flat First Floor Flat Sheltered House Bungalow

Access to first floor by: Stairs Lift No. of Bedrooms:

Bath Shower Both

Type of Shower: Over bath Step in Level Access

W/C: Downstairs Upstairs

Any disabled adaptations:

Supplier of Gas:

Electricity:

Pre termination inspection appointment (Please tick)

I/we shall be available for an inspection to be carried out to this property at the following times:

Mon Tues Weds Thurs Fri am pm

IMPORTANT - PLEASE READ CAREFULLY

You are required to clear the property of all effects before handing in all keys to New Progress Housing Association. If you fail to clear the property of all effects then New Progress Housing Association will remove and dispose of all contents and **you will be charged for this work** to be carried out.

By signing this form you are also relinquishing all rights of ownership to anything you may leave in the property, either intentionally or accidentally and agree that New Progress Housing Association or any sub-contractor in their employ **will not** be held liable for disposing of any such property or contents left in the property after the date of termination, stated above.

Signed Dated

Signed Dated

KEYS SHOULD BE RETURNED BY 12 NOON ON THE DAY OF TERMINATION OR YOU WILL BE CHARGED RENT FOR ALL EXTRA WEEKS UNTIL THE KEYS ARE RECEIVED

*Please return this form to:
New Progress Housing Association, Sumner House, 21 King Street, Leyland, PR25 2LW*