Teachers' Housing Association

Please fill out this form to give notice that you wish to end your Teachers Housing Association tenancy

Which one of these applies to you? (delete as required)

- I'm a tenant of Teachers Housing Association and I want to end my tenancy.
- I'm filling out this form as (Please tick as appropriate)

☐ I have power of attorney
☐ Am executor of an estate
☐ A third party

What's your name? _____

What's your email address? _____

What's your phone number? _____

Why are you ending the tenancy? (Please tick as appropriate)

☐ Transferring into another Teachers' Housing Association Property
☐ Moving to another Registered Social Landlord
☐ Leaving area
☐ Moving to private rented
☐ Property no longer suitable -
Please give further details:_____

☐ Purchasing a property
☐ Moving in with family
☐ Moving into care home/extra care
☐ Tenant passed away
☐ Other -
Please give further details:_____

What is the full address of the tenancy you would like to end?

_____

_____

_____

Please give us a forwarding address in case we need to get in touch with you.

_____

_____

_____

Next steps

Once you've filled out this form a member of the housing team will be in touch with you within two working days to confirm the date of termination for the tenancy. You'll also receive a copy of this form via email for your reference.

If you are not the tenant of the property, we will need more information from you to ensure we can legally end the tenancy.

We will arrange an appointment to carry out a full inspection of your property before you leave, and we will inform you of any work or repairs you are required to complete.

A key safe will be installed before the termination date of your tenancy. All keys will need to be placed in the key safe or if you live in a property where there is a Scheme Manager, the keys must be given to the Scheme Manager on or before the tenancy end date.

I agree that I will:

- Return any meter keys or cards and let my utility suppliers know my final meter readings.
- Complete any required actions identified at the property inspection and return all keys to the property and communal areas
- Remove all furniture, carpet*, belongings, rubbish and leave in a clean and tidy condition.

  *Carpets may be able to be left if agreed following inspection, depending on condition

I understand that Teachers Housing Association will dispose of any items I leave and that I will be recharged for this. I also understand that Teachers Housing Association may recharge me for other expenses they incur (such as having locks changed) if I don't complete the above actions.

Signed: _____

Print name: _____

Date of completion of form: _____

Proposed tenancy end date: _____

Please return this form to: enquiries@teachershousing.org.uk or post to Teachers Housing Association, 3rd Floor Headland House, 72 Acton Street, London, WC1X 9NB