

VACATION NOTICE

THIS FORM TO BE USED WHEN KEYS ARE HANDED IN



Name of tenant(s):		REASON FOR LEAVING: Please tick	
		Transfer	To Waltham Forest property
Address:		Decant	To RSL/RP/HA (in borough)
		Nomination	To Other LA
		Assisted	To rented (self-help etc)
			To shared ownership
			To owner occupation
		FOA	To other
Contact No:			Not known
Email:		Death	
		Institution	
TENANCY END DATE (SUNDAY):			
Forwarding Address:			
Next of Kin details:			
Contact No:			
Email:			
PROPERTY INFORMATION:			
No. of Bedrooms:		No. of Keys/Fobs Returned for:	
Floor of Property:		Front Entrance Door:	
Pram Shed Location & Number:		Communal Door:	
Location of gas meter:		Windows:	
Current gas supplier:		Garage:	
Location of electric meter:		Pram Shed:	
Current electricity supplier:		Location of stopcock:	

PLEASE TURN OVER TO SIGN DECLARATION

TENANT DECLARATION

- I give notice to terminate my tenancy of the property on the date specified overleaf.
- I have cleaned and cleared the above property and where appropriate my garden, shed, garage etc of all my belongings (including all rubbish). I agree to be recharged if this work has not been done.
- I agree to Waltham Forest Housing destroying any goods left in the property.
- I confirm I will be liable for all monies owed to the council in connection with the tenancy.
- I agree to pay the repair or replacement cost of any damage to the property caused by visitors or myself.
- I confirm I have not left anyone in the property.
- I confirm that I have handed in all the keys for the property (including communal doors) and I understand that I will be liable for any lock change charges that may occur due to keys being incomplete.
- I confirm that I have made arrangements to pay any outstanding utility bills. In the event that I fail to make payment and Waltham Forest Housing are subsequently contacted by any utility company regarding outstanding charges due during the period of my tenancy, I agree that Waltham Forest Housing may disclose details of my forwarding address.
- I understand that if the keys are not submitted to Waltham Forest Housing by 12:00 noon on Monday after tenancy end date (listed overleaf) I will be charged a further week's rent.

FOR MORE HELP AND INFORMATION ABOUT MOVING OUT OF YOUR HOME PLEASE VISIT OUR WEBSITE

www.walthamforest.gov.uk/housing/council-tenants/thinking-about-moving-home

I understand that where I terminate a tenancy, which is reasonable for me to continue to occupy, and I have no other suitable and secure accommodation to go to, I may be making myself intentionally homeless.

I have read and understood the above and a copy of this has been given to me.

Tenant(s) / Representative Signature(s)

PRINT NAME:

Date:

Received by:

PRINT NAME:

SIGNATURE:

Job Title Tenancy Officer

Tel. Extension:

Date Time

Form to be returned to: Cedar Wood House, 2d Fulbourne Rd, London E17 4GG

SPECIAL CIRCUMSTANCES (Office use only)		Abandoned	<input type="checkbox"/>
		Eviction Arrears	<input type="checkbox"/>
		Eviction Other x ASB	<input type="checkbox"/>
		Death	<input type="checkbox"/>
		Institution	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Lock Change carried out:	YES / NO	Front / Back	
Steel Security to:	Front Entrance Door YES / NO	Back Door YES/NO	
	Windows: Front: No ____	Back: No ____	

VTG/ (11/12)