

# Tenancy Termination Form

Your details	
Tenants full name:	I am the tenant: Yes [ ] No [ ]
<i>Property details:</i> Street:	<i>If you are NOT the tenant, please provide:</i>
Street:	Your name:
Town:	Your contact number:
Postcode:	Your address:
Telephone:	
Email:	
Forwarding Address	

	To...		Because of...	
Why are you moving?  <i>Please tick any that apply</i>	move into a home I own	[ ]	the service Acis has provided	[ ]
	move into a private rented property	[ ]	property condition	[ ]
	move into a local authority or other housing association property	[ ]	property size (too large / small)	[ ]
	be closer to family and friends	[ ]	garden size (too large / small)	[ ]
	move in with my partner	[ ]	improvements needed in the home	[ ]
	move abroad	[ ]	antisocial behaviour	[ ]
	live alone	[ ]	financial difficulties	[ ]
	move to a bigger home	[ ]	medical reasons	[ ]
	move to a smaller home	[ ]	transport links	[ ]
	Residential care	[ ]	local facilities not providing what I need	[ ]
			A growing family	[ ]
			Deceased	[ ]
If required, please give more detail here:				

Notice period	
Notice start date:	Monday ____ / ____ / _____
Tenancy end date:	Monday ____ / ____ / _____ (four weeks after notice start date)

To help us ensure the information we hold on our systems about your property are accurate and up to date, and to avoid any delays in finalising the end of your tenancy, please let us know about your property and things like utility suppliers below.

<b>Electricity supply</b>	
Supplier name:	
Meter type:	Pre-payment [ ] standard meter [ ]
Location of meter:	
<b>Gas supply</b>	
Supplier name:	
Meter type:	Pre-payment [ ] standard meter [ ]
Location of meter:	
<b>Facilities</b>	
Water meter and location:	Yes [ ] No [ ]
Please tick the description closest to what is in your bathroom.	Bath [ ] Shower [ ] Shower over bath [ ] Wet room [ ]
Please list any adaptations that have been made around your home.	Stairlift [ ] Handrails [ ] Ramp [ ] Other [ ] If other, please state:

<b>Access details</b>	
Alarm installed?	Yes [ ] No [ ]
<i>If yes, please provide the alarm code here:</i>	
Key Safe installed?	Yes [ ] No [ ]
<i>If yes, please provide the alarm code here:</i>	

**What happens next?**

All your personal belongings should be cleared from the property before **12 noon on the tenancy end date**. If anything is left in the property or garden after this time, they will be removed by Acis and the cost of doing so will be charged back to you for you to pay. Any damage occurred within the property that has not previously been discussed will also be charged back to you. All keys, including gas cards and electric keys, must be returned before **12 noon** on the tenancy end date state overleaf.

<b>Signed:</b>	
<b>Print name:</b>	
<b>Date:</b>	