

# Moving Home

## End of tenancy form



PEAKS & PLAINS  
Housing Trust

### Your Details

Name of tenant(s):

Address:

property you're terminating

Postcode:

Telephone:

Email address:

The notice will end on: Sunday    (period of four rent weeks)

All keys and fobs to the property and communal areas must be handed in by 10am on the Monday following the termination date to Ropewalks, Newton St, Macclesfield, SK11 6QJ

If your keys are returned any later we may make arrangements to change the locks and you will be charged for this as well as one weeks' rent.

Your new address:

Postcode:

Is your new home:

With a Housing Association

A private rented property

Living with family/ friends

Other

Tell us more about why you're leaving:

Need a bigger home

Ill health or disability

Domestic violence

Downsizing

Condition of the home

Other [please specify]

The rent is too expensive

Relationship breakdown

Experiencing anti-social behaviour

To be nearer to family/ friends/  
work/ support

How satisfied you were with:

very satisfied

satisfied

neutral

dissatisfied

very dissatisfied

Your home

The area as a place to live

Peaks & Plains as a Landlord

Your feedback is important to us. Let us know what we did well and about the things we need to improve:

## Details about the property you're leaving:

### Do you know what bathing facilities the property has?

- Bath  Level floor shower / wet room  Other [please specify]  
 Over-bath shower  Tray shower

### Do you know if the property has any of the following adaptations?

- Stair lift  Access ramp  Other [please specify]  
 Grab rails  Downstairs toilet

### Is parking available at the property?

- Driveway / hard standing  Communal / allocated parking  Other [please specify]  
 Garage  None/ on-street parking  
 Carport

### Does the property have a private garden?

- Yes  No

### Does the tenant rent a garage from Peaks & Plains that they wish to terminate?

- Yes  No

### Do you know which suppliers provide the following utilities to the property?

Electricity supplier:

Gas supplier:

I accept that I will leave my home according to the conditions in my Tenancy Agreement and the Trust is not responsible for any item I leave at the end of my tenancy.

I also understand that items left in the home after I hand in my keys will be disposed of and I will be charged.

I understand that returning my keys early means I am granting permission for Peaks & Plains to gain access to the property within the notice period.

Signature(s) of tenants or tenant's representative:

Date:

Please send this completed form back to us at Ropewalks, Newton Street, Macclesfield, SK11 6QJ.  
Your four weeks' notice will start on the Monday after we receive this form.

# Notes

## End of tenancy form



PEAKS & PLAINS  
Housing Trust

**If you're ending your tenancy because you're having difficulties managing it – talk to us first, we can help.**

### Legal information

If you have a periodic tenancy, this form will be treated as your Notice to Quit. If you are a joint tenant only one of you has to sign this form.

If you have a fixed-term tenancy, this form will be treated as your agreement to surrender on the date shown. If you are a joint tenant, we only require one signature on this form.

### Important information

#### Notice

Peaks & Plains residents must give notice that they want to leave. The notice period is four weeks and will start the Monday following this form being received – as specified in your tenancy agreement. Once we receive this form, we will send you a letter confirming the notice period and the date your tenancy will end.

#### Four weeks notice

Rent and service charges will be charged during the notice period. You may move out before the notice period ends, but you will have to pay rent until the leaving day confirmed in your letter.

#### Housing benefit, Council Tax and Universal Credit

It is important you inform the benefit office your tenancy is due to end. You will be charged rent until your notice expires.

Please contact us to discuss payment of rent so we can give help and advice to ensure you do not end your tenancy in arrears.

#### End of tenancy visits

We may contact you to arrange an appointment to inspect the property. During the inspection, we will assess any damage and take photos to help us advertise the property for the next resident.

#### Keys

If you do not leave the keys, we will continue to charge you rent until we receive them.

Please provide us with all other keys (including the gas card and electric meter key if applicable)

When you leave your home make sure that you lock all windows and doors.

#### Remember

Terminating a tenancy may have serious consequences for your future housing prospects. If you are at all unsure about whether you are making the right decision, talk to us.

#### Rubbish

You are expected to leave the property clean and tidy, so that it is ready for the next resident to move in straight away. If you leave anything behind, we will assume it is rubbish. We will remove and destroy anything you leave behind, and may charge you for doing so.

Don't forget to clear any loft space, sheds and out buildings.

#### Services/utilities

Before you leave, you must take final meter readings. It's your responsibility to tell them you are moving out and for paying any outstanding bills and closing or transferring accounts, such as gas, electricity, water and telephone. If you do not do this, you could be charged for supplies that are used after you have left.

#### Post

You should arrange for your post to be redirected to your new address. Search online for 'redirect my post'. We will not forward any post.

#### Fixtures and fittings

You must not remove any fixtures and fittings without our permission. If you remove anything from the property, or cause any damage, we will charge this for putting it right.

It is important if you have changed any of the fixture or fittings in your home without our consent that you put the original fixtures and fittings back before your tenancy ends. If you do not do this we will charge the cost to you.

If you plan to take any of your own gas appliances with you they must be removed by a registered Gas Safe engineer and the gas supply must be properly capped off.

#### What we expect when you leave the property

If the property does not meet the standard outlined in your tenancy agreement, you will be recharged for the costs to bring the property up to standard. This could include repairs or garden maintenance.