

# Notice to End Your Tenancy

This notice ends your WDH tenancy. It is only for use by a tenant who is ending his or her own tenancy. Please return the completed form to your local Service Access Point. If you need advice on anything to do with this form, please ask us. Open this form out flat before you fill it in.

\* Please cross out whichever does not apply.

## Section 1

Full name of tenant(s):

1

2

Tenancy address:

The name of the company supplying gas to the property:

The name of the company supplying electricity to the property:

I / we\* will end my / our\* tenancy on:

You must give at least four weeks' notice ending on a Monday.  
If you give notice between Tuesday and Friday your tenancy will end four weeks from the following Monday.

I / we\* will return the keys on:

My / our\* home telephone number:

My / our\* work telephone number:

My / our\* mobile telephone number

My / our\* new address is:  
Please give your full forwarding address

Postcode:

## Section 2

Please tick the box which tells us why your tenancy is ending and one which says whether you are moving within the Wakefield area or you are leaving it. If you need help with this, please ask.

### Please tick one of these

- |                                     |                            |   |                             |                                  |                             |
|-------------------------------------|----------------------------|---|-----------------------------|----------------------------------|-----------------------------|
| Transfer to another WDH tenancy     | 1 <input type="checkbox"/> | Moving to another housing association tenancy | 5 <input type="checkbox"/>  | Moving into someone else's home  | 9 <input type="checkbox"/>  |
| Moving to a Local Authority tenancy | 2 <input type="checkbox"/> | Moving into tied accommodation                | 6 <input type="checkbox"/>  | Taken into custody               | 24 <input type="checkbox"/> |
| Moving into private rented housing  | 3 <input type="checkbox"/> | Buying own home                               | 8 <input type="checkbox"/>  | Moved to a care home             | 27 <input type="checkbox"/> |
| Moving to residential care          | 4 <input type="checkbox"/> | Financial reasons                             | 29 <input type="checkbox"/> | Cannot afford upkeep of property | 30 <input type="checkbox"/> |

### Please tick one of these

I am moving out of the Wakefield district

I am staying in the Wakefield district

### Section 3

Do you have a licence for a garage or garage plot?

Yes  No

Garage or plot address:


Do you want to end the tenancy of this garage or plot?

Yes  No

### Section 4

Please give details of any adaptations done to your home or any equipment supplied:


### Section 5

Before you hand in the keys, can we visit your property to:

**a** Check the electrics and service gas?

Yes  No

**b** Inspect the property for a prospective tenant?

Yes  No

If so, please give convenient dates:

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Would you let a prospective tenant view the property?

Yes  No

### IMPORTANT

Your tenancy cannot end until you have handed in all your keys. If you do this before 12 noon on a Monday, the tenancy will be ended. If you hand them in after 12 noon on Monday, the tenancy will end the following Monday.

**Warning:** You may be charged if the property is not left clean, tidy and in a good state of repair or if WDH has to dispose of any furniture and belongings you leave there.

### Section 6

WDH will take a photograph and advertise your property during the notice period unless you have valid reasons why we should not do this. Please state reasons why WDH should not do so:


### Section 7

#### Declaration

I agree that WDH can dispose of anything left at the property after the tenancy ends and that I may be charged for this. I understand that where only one joint tenant signs this form they are ending the tenancy on behalf of all joint tenants.

Signed by:

1

2

Date:

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### For Office Use Only (Tick whichever applies)

- |   |   |   |
|---|---|---|
| Abandoned (other) 10 <input type="checkbox"/> | Assignment 17 <input type="checkbox"/>                              | Move to other long-term supported housing 22 <input type="checkbox"/> |
| Never moved in 13 <input type="checkbox"/>    | Re-allocation into joint names 18 <input type="checkbox"/>          | Entered long stay hospice / hospital 25 <input type="checkbox"/>      |
| No reason given 14 <input type="checkbox"/>   | Completed support programme 19 <input type="checkbox"/>             | Entered an acute psychiatric hospital 26 <input type="checkbox"/>     |
| Succession 15 <input type="checkbox"/>        | Moved to independent housing 20 <input type="checkbox"/>            | Moved to short-term supported housing 28 <input type="checkbox"/>     |
| Mutual exchange 16 <input type="checkbox"/>   | Move to (other) sheltered accommodation 21 <input type="checkbox"/> | Eviction or abandoned (Court Order) 7 <input type="checkbox"/>        |

Appointment for Electrician

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Appointment for property inspection

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Will the existing tenant let prospective tenants view the property?

Yes  No