

HOUSING SOLUTIONS  
NOTICE TO QUIT TENANCY

**Please complete & return this form prior to the end of the tenancy date.**

To: Housing Solutions (Landlord)

Name(s) of Tenant(s):.....

Home Address: .....

.....Post Code:.....

Tel No: .....

Garage Address / shed location / No. (must be vacated with tenancy): .....

Key safe combination if applicable:.....

I/We hereby give you Notice to Quit deliver up possession of.....

.....on the .....day of ..... 20

or on the day on which a complete period of tenancy expires next after the end of four weeks from the service of this Notice.

I/We will also ensure that:

1. The keys will be returned on or before that day to Housing Solutions, Crown House, Crown Square, Waldeck Road, Maidenhead, Berkshire SL6 8BY.

2.

| Current supplier of: |  | Location of Meter: | Key / Card Meter: |
|----------------------|--|--------------------|-------------------|
| <b>GAS</b>           |  |                    | Yes / No          |
| <b>ELECTRICITY</b>   |  |                    | Yes / No          |
| <b>WATER</b>         |  |                    | Yes / No          |

3. I am/We are also notifying the Council Tax, Gas, Water and Electricity companies I/we will be leaving.

4. I/We acknowledge that a charge for use and occupation of the Premises, (at the same rate as the rent) is payable until all the keys have been returned and vacant possession given to Housing Solutions. Rent until the end of the Notice to Quit is due and payable in advance.

5. I/We hereby authorise Housing Solutions to dispose of any items/personal possessions of the Tenant(s) that are left on the premises following my/our termination of the tenancy and understand that I/we may be charged for any such disposal.

Privacy Statement

We will at all times process all your data in accordance with our Privacy Policy which is available at [www.housingsolutions.co.uk](http://www.housingsolutions.co.uk) or upon request, together with the General Data Protection Regulation (EU) 2016/679, the Data Protection Act 2018 and any other applicable law in the UK relating to the processing, privacy, and use of personal data.

Signed: .....

Print name: .....

(Tenant/Next of Kin)

Relationship to Tenant (if Next of Kin) .....

dated this.....day of ..... 20.....

If you are in any doubt regarding how much money is due up to the date on which you are vacating the property, please have your rent account checked by Housing Solutions *before* making your final payment.

If you are terminating a tenancy on behalf of a deceased relative who was in receipt of Housing Benefit, it should be noted that Benefit may cease the first Sunday after the date of death. Please contact Housing Benefit directly at the Local Authority for confirmation.

Tenant(s) Forwarding Address: .....

.....Post Code:.....

Tel No: .....

Next of Kin Forwarding Address: .....

.....Post Code:.....

Tel No: .....

Reason for Vacating:

|   | Tick |   | Tick |
|---|------|---|------|
| Transfer to another Social Housing Landlord |      | Transfer within Housing Solutions stock |      |
| Moving in with partner                      |      | Moving to residential care              |      |
| Moving in with family                       |      | Renting privately                       |      |
| Purchasing own property                     |      | Tenant deceased                         |      |
| Other (please state)                        |      |   |      |

**Please return this form to:**

Housing Solutions, Crown House, Crown Square, Waldeck Road, Maidenhead, Berkshire SL6 8BY

Telephone: 01628 543101