This form is to notify Alliance Homes of your intention to terminate your tenancy. Please note, even if notice has been verbally agreed, as part of your terms and agreement, this document must be completed, signed and returned to Alliance Homes.

If you need any support or assistance completing this document, please contact us by calling **03000 120 120**, emailing **asklettings@alliancehomes.org.uk** or writing to us at **40 Martingale Way, Portishead, BS20 7AW**.

## Your details

**Name(s) of tenant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of vacation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are required by your tenancy agreement to give us four weeks’ notice of your intention to vacate your home.

## Your new address

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for vacation:

## Property key safe information

**Do you have a key safe?** Yes [ ]  No [ ]

**Key safe code**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of key safe:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alliance Homes will arrange an end-of-tenancy inspection at a time and date suitable with you before vacating the property.

You understand and agree that the removal of any goods or rubbish you leave in the property will be charged to you and that any repairs that are your responsibility will be carried out and charged to you.

**Your signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Further information

* Keys for the property must be returned on the day that the tenancy ends. The rent account cannot be closed until the keys and fobs have been received. Failure to return the keys when expected will add additional rent charges that the estate will be liable for.
* Please label your keys and fobs and return all of them to your local office before 12 noon on the day of vacation
* If you require longer than two weeks to make the arrangements to clear the property, please contact Alliance:
	+ By telephone: 03000 120 120
	+ Email: asklettings@alliancehomes.org.uk
* If you have placed your keys and fobs in a key safe, please contact Alliance to advise that these have been left and the location and number of the key code
* Please leave any gas and electric meter key / cards in the property. You should take a meter reading on the day of key handover and give it to the energy supplier to ensure you have an accurate final bill.
* Please make sure your home is clean and tidy before you hand in the keys in accordance with the tenancy agreement.
* If there was a garage rented, please inform Secure Parking and Storage
	+ By telephone: 0117 3591425
	+ Email: alliance.garages@secureparkingandstorage.co.uk
* Please make sure the home is clean and tidy before you hand in the keys in accordance with your tenancy agreement. By signing this vacation form, you agree we will remove and dispose of any items left in the property and a charge will be raised against the estate.

**Alternative formats**

If you need this document in another format, such as large print, Braille or a different language, please let us know.