

## ENDING YOUR TENANCY NOTICE

You must give **4 weeks notice** in writing, ending your tenancy. The end date must be a Sunday.

The **4 weeks notice** period will begin the Sunday after we receive this signed Notice. If you fail to give us the 4 weeks notice, you will be asked to pay rent up to the end of your notice period.

If you have any difficulty in completing this Notice or if you have any questions, please contact Radian Direct on 0300 123 1 567.

Please complete the following sections in BLOCK CAPITALS unless asked to sign. This form may be completed by the Tenant or the Tenant's representative. Please return the completed form in the envelope provided.

**1. Address of the tenancy to be ended**

**2. Tenant(s)**

If you are not the tenant, please go to Section 7.

Full name(s) of all tenants:

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**3. Date that the tenancy will end**

I/We hereby give notice that the tenancy given above will be ended with effect from:

Sunday \_\_\_\_\_  
*This must be the date when you intend to return the keys, and must be at least **4 weeks** notice.*

Please state which office you will be returning your keys to:

- |                           |                          |                      |                          |
|---------------------------|--------------------------|----------------------|--------------------------|
| Collins House, Eastleigh  | <input type="checkbox"/> | Alton                | <input type="checkbox"/> |
| Drum Court, Petersfield   | <input type="checkbox"/> | Bordon               | <input type="checkbox"/> |
| Endeavour House, Ringwood | <input type="checkbox"/> | Liphook              | <input type="checkbox"/> |
| Parkside House, Windsor   | <input type="checkbox"/> | Any Sheltered Scheme | <input type="checkbox"/> |

#### 4. Forwarding address

Please give us your forwarding address or an address where we can contact you, if we need to, after you have moved out.

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Telephone Number: \_\_\_\_\_

#### 5. Reasons for leaving your home

Please tick the appropriate box:

- Moving to another Housing Association property
- Moving to another Local Authority property
- Moving to a nursing home
- Purchased on the open market
- Purchased a property under HOMEBUY
- Moving to private rented

For any other reason please give details:

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#### 6. Utilities providers

Please provide us with details of who supplies your gas and electric:

Electric \_\_\_\_\_

Gas \_\_\_\_\_

Is there a Key for the electricity meter?

Yes  No

**This will be needed to be handed in with your property keys.**

Is there a card for the gas meter?

Yes  No

**This will be needed to be handed in with your property keys.**

## 7. Tenant representative

If you are the tenant's representative, please give provide us with your details:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone no: \_\_\_\_\_

Relationship to  
tenant(s): \_\_\_\_\_

## 8. Address of any garages rented by you from us

Address \_\_\_\_\_

Do you wish to retain the garage?

Yes

No

## 9. Declaration

Please sign this document having read the enclosed leaflet and on the understanding that if you fail to comply, you may be recharged.

### I/We understand and confirm that:

1. All rent and services will be paid up to the end of the tenancy.
2. The property will be left as per the vacation standard (copy enclosed).
3. Vacant possession will be given and the property will be clear of all personal effects, including rubbish.
4. I/We give Radian permission to dispose of any furniture/effects on the end of this tenancy and understand that I/we will be charged the cost of disposing of any items.
5. I/We will return all the keys to Radian by 12 noon on the Monday immediately after the last date of the tenancy.
6. If the keys are not returned on time, I/we will be charged for use and occupation of the property up until the Monday following the return of the keys. This will be charged at the rate of the current weekly rent for each week until the keys are returned, and will not be eligible for housing benefit.

### I/We further understand and agree to:

1. Allow access by an Energy Performance officer to carry out an inspection in order to complete an Energy Performance Certificate before my/our departure (an officer will be in touch to arrange a convenient time)
2. Allow Prospective tenants for my property access to view with my Neighbourhood Officer before my departure at a convenient time to me/us.
3. Radian giving my departure date and forwarding address to only those interested agencies concerned with the ending of my tenancy.

## Data Protection Statement

The information you give Radian Group will be used confidentially and only in accordance with the principles of the Data Protection Act 1998 (DPA 1998). It will be used only for the legitimate business purposes of Radian Group and its subsidiaries (Drum Housing, Longwood Park, Oriel Group, Portal Housing, Swaythling Housing, Turnstone Support and Windsor Housing). Radian Group will share your information with third parties only where it is necessary to perform those business purposes or where Radian has a legal duty to share that information (and always in accordance with the DPA 1998). Your signature on this document, or you giving us your information, will be treated as your agreement to this being done. We will not sell or give your information to anyone for market research. Under the DPA 1998 you have a right to access the information we hold about you. You must ask for this in writing and we reserve the right to charge a fee for providing it. Please make all requests to The Policy & Compliance Manager, Radian Group, Drum Court, The Spain, Petersfield, Hants GU32 3NG.

Signed:

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Date:

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Please return in the enclosed pre-paid envelope.

### **Gas and Electrical Fixtures and Fittings**

Remove any non standard fixtures and fittings and replace with original. Works to be carried out by qualified Gas Safety Register or NICEIC registered contractor. Please note certificates may be requested on completion of this work.

**Clean** – The property will be left in a clean condition to include cleaning of the kitchen units, worktops, descaling of toilets, baths, wash hand basins and washing down of walls.

**Rubbish** – Clear any rubbish left in the property to include loft, garden and outbuildings. Any items left in the property may be stored for a minimum of 1 month. You will be charged for the removal, storage and disposal.

**Security** – Provide a minimum of 1 window lock key per window, 1 key to all door locks including any outbuildings.

**Internal Doors** – will be in a good sound condition.

**Flooring** – remove all carpets, underlay and gripper rods and dispose.

**Wall Tiles** – Clean all surfaces.

**Decoration** – Leave property in a condition ready for decoration this to include the property being free from mould growth and any graffiti.

**Kitchen Units** – replace any removable worktop and reinstate any units which have been removed to provide space for additional appliances.

**Washing Machines/Dishwashers** – Ensure all pipe work valves are closed and not leaking.

**Gardens** – Restore overgrown gardens to a manageable state, cut back overgrown grass, hedges & prune overgrown shrubs Remove all unsafe structures such as dilapidated sheds and greenhouses. Ponds will be removed and back filled.

**Wheelie Bins** – If Local Authority supply wheelie bins these must be left at the property otherwise you may be recharged.

All occupants and pets to vacate the property on the tenancy end date.