



Ending your Tenancy

As a tenant of a market rented property, you must give 2 months notice in writing to end your tenancy. If you fail to give us the 2 months 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 other questions, please contact SMART. on 0300 1231 897 or mypropertymanager@livelikesmart.co.uk

Please ensure that you complete all the following sections

1. Particulars	
The tenant(s) - Full names	
The Landlord	SMART.
The Property	

2. Date that the tenancy will end
You must give 2 months notice in writing to end your tenancy. If you fail to give us the 2 months notice, you will be asked to pay rent up to the end of your notice period

3. Key/Permit Return
<p>Your property manager will be in contact with you after receipt of this notice to book a pre-void inspection of the property.</p> <p>An independent checkout clerk will conduct a checkout of the property and carry out an Inventory. You are encouraged to attend this appointment to hand back the keys and all parking permits you may have in your possession, and highlight anything that you wish to be noted in the Inventory.</p> <p>If you do not wish to attend the appointment you must return the keys to our office by hand at Collins House, Bishopstoke Road, Eastleigh, SO50 6AD by 4.30pm of your last day of your tenancy.</p>

4. Utility Providers

Please provide us with the details of any utility suppliers:

You must inform your utility suppliers and council tax that you are moving out of the property.

Services	Location	Supplier	Meter/Ref No
Gas (Key meter? <input type="checkbox"/>)			
Electricity (Key meter? <input type="checkbox"/>)			

Any keys for gas and electric meters will need to be returned with the property keys

Water			
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Location of Stop Cock:

Tell us why you are leaving;	Buying	Renting	Other
Moving in with partner			
Moving to parents			
Relocation of work			
Unaffordable Rent			
Unhappy with Landlord			
Other Please specify			

What 3 words best describe our lettings team?

1.

2.

3.

Would you rent a SMART. property again?	YES	NO
If No, please tell us why		
Would you recommend us?	YES	NO
If No, please tell us why		

What can we do better for future residents?

Any other comments?

Upon the tenancy ending at the end of the fixed term or before I/we understand and confirm that:

- All rent and services will be paid up to the end of the tenancy.
- Vacant possession will be given and the property will be clear of all personal effects, including rubbish.
- I/We give SMART. 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.
- I/We will return all the keys & parking permits to SMART. by close of business on the last date of the tenancy.
- If the keys are not returned on time, I/we will be charged for use and occupation of the property up until the day following the return of the keys. This will be charged at the rate of the daily rent for each day until the keys are returned.

I/We further understand and agree to:

- Allow access to any contractor to carry out any inspections or work required before my/our departure (an officer will be in touch to arrange a convenient time)
- Allow prospective tenants access to view the property with a lettings officer before my departure.
- Allow SMART. to give my departure date and forwarding address to only those interested agencies concerned with the ending of my tenancy.
- The property will be left as per the vacation standard attached and/or as discussed with my property manager at the Pre-void Inspection.

Data protection statement

The information you give SMART. 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, Cotinus Housing, Oriel Housing Group, Portal Housing, Swaythling Housing, Radian Support and Windsor & District 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

Signed by the Tenants

1
Signed:
Print name
Date

2
Signed:
Print name
Date

3
Signed:
Print name
Date

Forwarding Addresses

If the forwarding address is not your address please state whose address this is.

1
Name.....
.....
.....
.....
Post Code
Tel

2
Name.....
.....
.....
.....
Post Code
Tel

3
Name.....
.....
.....
.....
Post Code
Tel

Vacation Standard

This is the standard in which Radian Homes expect your property to be returned. Please refer to your inventory for your properties specifics.

Should the vacation standard not be met recharges to your deposit may occur.
Your property manager will discuss the standard with you at the Pre-void appointment

Cleaning

The property should be left in a clean condition to including cleaning of the kitchen units, worktops, descaling of toilets, baths, wash hand basins and washing of walls.

Carpets should be shampooed/professionally cleaned to a high standard.

Decoration

If the property has been decorated differently to the ingoing inventory, residents will be responsible to returning the décor back to standard in the ingoing inventory.

Kitchen Units

Replace any removable worktop and reinstate any units which have been removed to provide space for addition appliances.

White Goods

All white goods provided by Radian homes are to be thoroughly cleaned.
Washing machines – Drum and draw cleaned and clear of residue.
Fridge/freezers - To be defrosted

Gardens

Restore overgrown gardens to a manageable state, cut back overgrown grass hedges and prune overgrown shrubs. Remove all unsafe structures such as dilapidated sheds and green houses