



Notification to end tenancy

Tenant(s) name(s).....

Address of tenancy.....

Address of garage (if applicable).....

I hereby give a minimum of 28 days' notice (**this must equate to a period of four full weeks ending on a Monday**) that I am ending my tenancy on:

Monday: / / 20

I/we agree to return the keys to the property back to Solihull Metropolitan Borough Council's agents Solihull Community Housing (SCH) no later than 12 noon on the above date giving vacant possession. I understand that if I do not return the keys by 12 noon on that day, SCH will change the lock to secure the property against re-entry and recharge me.

Tenants new address is

Reason for moving.....

Death of a tenant

Please note - a tenancy can only be brought to an end by an executor (the person named in the will) an administrator (person who has obtained letters of administration) or Solihull Community Housing. Executors and administrators will need to provide proof of this.

Rent will continue to be charged until the tenancy has been legally brought to an end. In some circumstances, we may accept a shorter notice of at least one full week (**to end on a Monday**).

Please provide the name, address and contact details of the executor or administrator of the deceased:

Name.....

Address.....

Contact details.....

Please give us the date of the death We will also need a copy of the death certificate as soon as possible.

I/we wish to end my/our tenancy I/we am/are aware and agree that I/we must:

1) Give a minimum of 28 days' notice in writing (**tenancy must end on a Monday**). If there are joint tenants, any one of the joint tenants can end the tenancy and we will decide if any of the other joint tenants can stay in the home.

We may accept less than 28 days (**no less than one full week and the tenancy must end on a Monday**) notice in exceptional circumstances.

2) Give vacant possession of and return all the keys on the agreed termination date or the end of the tenancy (whichever is the sooner).

We will require payment from you for any reasonable charges incurred in securing the property against re-entry where the keys are not returned. If you install any fixtures, most of these will become our property, which you must not remove when the tenancy ends. If there is an item you wish to take with you, then you should obtain our permission in writing before you remove it. If you remove fixtures, you will be charged the cost of them being replaced.

3) Remove all furniture, personal possessions and rubbish.

4) Leave the home in good repair, good decorative order and in a clean condition. I/we agree to pay for repair or replacement if damage has been caused deliberately or by my/our own neglect or that of anyone living with me/us or visiting me/us (including children).

5) Allow any person authorised to act on our behalf, access to view the property within the last 28 days of my/our tenancy and during normal working hours, for the purpose of accompanying a prospective tenant.

We will give you at least 24 hours' notice in writing for these visits.

Where personal belongings are found in a property, we are obliged to give you notice in writing that we require you to collect the property within a month and that if you do not ownership will pass to us. We may then sell or dispose of it at such time and in such manner as we see fit. **Acknowledging all this, I/we knowingly waive the right to be served with such notice on the grounds that to do so would result in unnecessary expense or inconvenience or on any ground whatever. I/we also waive the right to challenge a decision to sell or dispose of any personal belongings left in the property after this Notification to End Tenancy expires.**

Signed..... Date.....

Signed..... Date.....