

Vacation Notice



Important Information for Ending a Tenancy

- You must give 4 weeks notice to end your tenancy, unless you are transferring to another H&F property or are giving notice on behalf of a deceased tenant.
- Rent is due for the entire notice period.
- Return the keys before 12 noon on the fourth Monday after you give your notice.
- Return all keys (door, communal, fobs, shed, gas, electric, etc) labelled with your address.
- Please return the keys to your area office or sheltered housing officer, if appropriate.
- If you (the tenant) are on Housing Benefit, it will be stopped the day you vacate the property. Please make sure you inform Benefits of your change of circumstances.
- If you (the tenant) are on Universal Credit, you should contact the DWP to inform them of your change in circumstances.
- Remove all belongings from the property (including all furniture and rubbish). Any remaining items will be disposed.
- Leave the property in a clean and tidy state.
- There will be an inspection of your property before you leave, in accordance with the tenancy agreement.

If you have any questions or concerns, please speak to your Housing Officer or seek independent legal advice.

To make sure the tenancy is ended quickly and hassle free, all parts of this form are mandatory.

Full name of tenant(s), as on

tenancy agreement:

I hereby give four weeks written notice to terminate the tenancy of:

(Address of property to be vacated):

.....

.....

Postcode

Please ask your Housing Officer if you are unsure of what to include here

Your Vacation Date will be four Mondays from today.

Rent is due until, tenancy to end, keys returned and property to be vacated by

Monday ____ / ____ / ____ at 12 noon

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Contact details

I am: the tenant
 the next of kin solicitor other:

If you are filling in this form on behalf of someone else, who is an LBHF tenant,
please tick if you have: power of attorney (please provide proof)
 no power of attorney N/A

We need to know how to get in contact with you, in case anything comes up.

Telephone number:

Email:

If you are moving, please indicate your ***new*** address.

If you are a next of kin or solicitor, please indicate your address.

.....
.....

Postcode

The reason the tenancy is ending (please tick):

- Found own accommodation
- Transferred to another Council Property
- Transferred to a Housing Association
- Moving into sheltered accommodation
- Death of tenant

If death of tenant, is the death certificate included with form?

Yes No

Other

I confirm that I have read and/or had explained to me and have understood the contents of this form

I agree to return all keys to the property including communal door keys, fobs and any shed keys on or before the above date of termination of the tenancy and no later. I agree that rent is owed until the date of termination of the tenancy.

Signature Date:

Signature (Joint Tenant) Date:
(if applicable)

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Property Inspection

We need to know details about the property prior to you leaving, so that we can re-let the property as soon as possible. Please indicate a date where you will be available for the inspection.

Just so you know, in case you do not book an inspection or fail to attend a booked one, you may be charged per the Hammersmith and Fulham Chargeable Services Policy.

Date available: Time (please circle): AM / PM

A member of the repairs team will be in touch to confirm the date and time of your joint inspection in the next 7 working days.

Outstanding actions

So that you don't get charged unnecessarily, these are actions still need to be done to end your tenancy with us. If you are doing it on behalf of a deceased tenant, some obligations may be different. Speak to the Housing Officer if you are confused at any point.

1. **Attend Inspection:** I understand that the property needs to be inspected within the next three weeks, subject to availability outlined on this form.

I also understand that in the case where I do not book a joint inspection or fail to attend a booked one, there may be a charge per the Hammersmith and Fulham Chargeable Services Policy

Yes

2. **Emptying of property:** I understand that the property needs to be emptied of all belongings, furniture, and goods.

Yes

3. **Rent Payment:** I understand that any arrears must be cleared.

Yes

4. **Return of keys:** I understand that all keys to the above property must be returned to the reception of the local area office (below) by of the Monday vacation date at 12 noon. All keys will be labelled with the address.

If you are in sheltered accommodation, return the keys to your Specialist (Sheltered) Housing Officer.

Fulham Area Housing Officer (South)
Clem Atlee Estate
Lillie Road
SW6 7RX

Hammersmith Area Housing Office (North)
New Zealand Way
White City
W12 7DE

Yes

If the keys are not returned in time, I understand that LBHF may:

- Force entry to the property and change locks without notice and that I will be charged for the cost of the forced entry and lock change.
- Recharge the costs of disposal of all furniture and goods left in the property and communal area.

Yes

I also understand that I should ask for a receipt when handing the keys in.

Yes

5. Recharges: I understand that if I am the tenant, I may be recharged for any repairs required beyond wear and tear, for neglect, any illegal modifications to the property and any possessions that are left within the property.

Details of the applicable recharges will be outlined at the inspection and will be clear to me prior to the ending of my tenancy.

Yes

FOR OFFICE USE ONLY

Received by (print name)

Date TimeArea Office

Keys attached to vacation notice Y / N

Any other comments regarding the ended tenancy (why the tenancy ended, handover issues, etc.)

Signature	Role	Date
Signature	Role	Date
(South only) Signature	Role	Date