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| --- | --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF THE PROPERTY BEING VACATED** | | | | | | | |
| Address | | |  | | | | |
| Postcode | | |  | | | | |
| **DATE YOU INTEND TO MOVE OUT AND RETURN THE KEYS** *(must be a Monday)* | | | | | | | |
| Date: | | |  | | | | |
| **FORWARDING ADDRESS / CONTACT DETAILS OF TENANT OR NEXT OF KIN (IF TENANT HAS DIED)** | | | | | | | |
| Address | | |  | | | | |
| Postcode | | |  | | | | |
| Phone number/s | | |  | | | | |
| Email address | | |  | | | | |
|  | | | |  | |  |  |
| **TENANT DECLARATION (MUST BE COMPLETED BY THE TENANT/S OR THEIR REPRESENTATIVE)** | | | | | | | |
| I/we hereby give 28 days’ notice that I/we will terminate my/our tenancy of the above accommodation and give vacant possession on the date stated above. I/we understand that under the terms of the tenancy agreement I/we must comply with the conditions listed below and accept that Haringey Council and/or its agents may charge us any additional costs incurred should we fail to abide by them. | | | | | | | |
|  | **I understand that my 28 days’ (4 weeks’) notice period starts on the Monday following the day I gave notice of my intention to leave.** | | | | | | |
|  | **I will return the keys by 12 noon of the Monday of the week I have stated I will vacate the property otherwise I will be charged an additional week’s rent.** | | | | | | |
|  | I will pay the rent (and all other charges) in full and up to the date the tenancy ends. | | | | | | |
|  | I will not allow anyone to remain in the property (with or without my consent). | | | | | | |
|  | I will leave the Council’s fixtures and fittings in the same condition as they were at the beginning of the tenancy replacing any that I have removed and I will put right any damage I have caused. | | | | | | |
|  | I will remove all my furniture and belongings from the property (including from any garden, balconies, lofts, garages, sheds etc) and understand any belongings left in the property will be treated as abandoned and disposed of by the Council and or their agents. | | | | | | |
|  | I will leave the property (including outside areas) clean and tidy and understand that **if I fail to do this I must pay the Council’s reasonable costs of cleaning and clearance.** | | | | | | |
|  | I will return all keys and/or fobs to the property including those for any store shed, controlled entry system, garage, window keys, meter cupboards etc. and understand that **if I fail to do this I must pay the Council’s reasonable charges of changing the locks and getting new keys**. | | | | | | |
|  | I agree that my information can be released to third parties in accordance with and for the purposes outlined in the Homes for Haringey Information Statement. | | | | | | |
|  | I understand that you may find a new tenant for the property before my tenancy ends. This may include advertising the property. | | | | | | |
|  | I agree to give reasonable access to Homes for Haringey staff or contractors to inspect the property or show the property to prospective tenants. | | | | | | |
|  | | | |  | |  |  |
| **TENANT DECLARATION (MUST BE SIGNED BY THE TENANT OR NEXT OF KIN IF TENANT HAS DIED)** | | | | | | | |
| To the best of my/our knowledge the information I/we have provided above is accurate. I/we understand that by signing here we accept liability for any recharges of additional costs incurred by Haringey Council and or its agents should we fail to abide by the terms of our tenancy. | | | | | | | |
| **Signed by tenant/s:** | | | | | | | |
| Name (printed) | | First name | | | Family name | | |
| Signed: | |  | | |  | | |
| Date: | |  | | | | | |