

Please complete and return this form to:

Southern Housing Group
PO Box 643
Horsham
West Sussex RH12 1XJ



Tenancy Termination Form

This form is to be completed when you intend to end your tenancy. Under the terms of your tenancy agreement, it is a requirement that you give us at least four weeks written notice and that your tenancy ends on a Monday.

Tenant / Property Details

Tenant Names(s)	Tenancy No.
Property address	
Postcode	
Contact Telephone (where we can contact you after you move)	

Termination Details

Date you want your tenancy to end*
*Please note, this will be a Monday, in no less than 4 weeks time
Forwarding address
Postcode
Reason for ending tenancy

Utility Supplier Details

Please tell us about the current utility suppliers to your property

Electricity		Gas		Water
Supplier		Supplier		Supplier
Account no.		Account no.		
For bills: Meter Reading		For bills - Meter Reading		Meter Reading
For key meters: Key at property? Y/N		For key meters: Key at property? Y/N		

Declaration

By signing this form you acknowledge it is your responsibility to:

- ▲ Continue to pay your rent and any other charges until your tenancy ends
- ▲ Ensure that the property (including the garden) is left clean, tidy, and free from any personal items and/or rubbish (if you do not, you may be charged for the cost of any necessary repairs, cleaning or removal of any items)

Signed	Signed (Joint tenant)
Date	Date

In the event of death of tenant

Executor / Administrator		
Name & address		
Telephone	Signed	Date