

# Moving Home

## End of tenancy form



PEAKS & PLAINS  
Housing Trust

### Your Details

Name of tenant(s):

Address:

property you're terminating

Postcode:

Telephone:

Email address:

The notice will end on: Sunday    (period of four rent weeks)

All keys and fobs to the property and communal areas must be handed in by 10am on the Monday following the termination date to Ropewalks, Newton St, Macclesfield, SK11 6QJ

If your keys are returned any later we may make arrangements to change the locks and you will be charged for this as well as one weeks' rent.

You new address:

Postcode:

Is your new home:

With a Housing Association

A private rented property

Living with family/ friends

Other

Tell us more about why you're leaving:

Need a bigger home

Ill health or disability

Domestic violence

Downsizing

Condition of the home

Other [please specify]

The rent is too expensive

Relationship breakdown

Experiencing anti-social behaviour

To be nearer to family/ friends/  
work/ support

How satisfied you were with:

Very satisfied

Satisfied

Neutral

Dissatisfied

Very dissatisfied

Your home

The area as a place to live

Peaks & Plains as a Landlord

Your feedback is important to us. Let us know what we did well and about the things we need to improve:

## Details about the property you're leaving:

### Do you know what bathing facilities the property has?

- Bath  Level floor shower / wet room  Other [please specify]  
 Over-bath shower  Tray shower

### Has the property had any improvements or adaptations?

e.g. stairlift, handrails, walk-in shower, ramp etc

- Yes  No

### Is parking available at the property?

- Driveway / hard standing  Communal / allocated parking  Other [please specify]  
 Garage  None/ on-street parking  
 Carport

### Does the property have a private garden?

- Yes  No

### Does the tenant rent a garage from Peaks & Plains that they wish to terminate?

- Yes  No

### Do you know which supplier provide the following utilities to the property?

Electricity supplier:

Gas supplier:

I accept that I will leave my home according to the conditions in my Tenancy Agreement and the Trust is not responsible for any item I leave at the end of my tenancy.

I also understand that items left in the home after I hand in my keys will be disposed of and I will be charged.

I understand that returning my keys early means I am granting permission for Peaks & Plains to gain access to the property within the notice period.

Please note: if you are ending the tenancy on behalf of someone else, you must have Power of Attorney (POA) or Appointeeship (full documents will be required).

Signature(s) of tenant's POA or Appointeeship:

Date:

We cannot accept digital signatures.

**Please send this completed form back to us at Ropewalks, Newton Street, Macclesfield, SK11 6QJ.  
Your four weeks' notice will start on the Monday after we receive this form.  
This document needs to be signed for the notice period to start.**

# Notes

## End of tenancy form

If you're ending your tenancy because you're having difficulties managing it – talk to us first, we can help.

### Legal information

If you have a periodic tenancy, this form will be treated as your Notice to Quit. If you are a joint tenant only one of you has to sign this form.

If you have a fixed-term tenancy, this form will be treated as your agreement to surrender on the date shown. If you are a joint tenant, we only require one signature on this form.

## Important information



### Notice

You are required to give four weeks' notice to end your tenancy. Your four weeks' notice will start the Monday after we receive this form. We will confirm your end of tenancy details in a letter.

Please be aware that rent will be charged for the whole four-week period, even if you move out within that time.



### Recharges

You are expected to leave the property in a clear, clean, and tidy manner. You could face recharges should you have caused any damage to the property such as leaving items/furniture, or for leaving the property in poor condition.



### Meters

Please remember to take meter readings and report them and your change of address to your utility providers.



### Inspection

We will endeavour to arrange an inspection of your property within the notice period. It is important that if you have made any changes to your property during your tenancy that you return the property to its original condition.



### Post

We will not redirect your post upon ending your tenancy. Please arrange a redirection service if needed.

We also do not notify other agencies or companies of your change of address so please remember to contact benefit agencies and the Local Authority.



### Keys

Keys need to be returned by 10am. Rent will be charged until keys are received by the Trust. Keys can be returned to Ropewalks.

If keys are returned outside of working hours they can be returned to the post box outside the entrance to the building. Please label them with your address.