

# Notice to Quit



This is a legal document instructing Fortis Living to terminate your tenancy.

If you are thinking of ending your tenancy, please talk to your Housing Officer or an independent agency such as the Citizens Advice Bureau. If you give up your tenancy and then find yourself under the threat of homelessness, you may be viewed to have made yourself intentionally homeless.

Please read the following information:

## 1. NOTICE PERIOD

- **Four weeks' notice** is required to end your tenancy.
- The notice period **starts from the Monday after we receive your signed notice.**
- If this notice form is received after 12 noon on a Monday (unless it is a bank Holiday), the four week notice period starts from the following Monday.

## 2. FORWARDING ADDRESS

It is important that you provide us with your **forwarding address, up to date telephone number and email address.** Please remember to make arrangements for redirection of your mail with the Royal Mail as we will not be forwarding any post.

## 3. INSPECTION AND MOVING OUT

Your home will be inspected before you leave. A Fortis Living team member will contact you to set a date and time to visit. It is important that you leave your home in good order. **Please refer to the 'Vacating Standard' enclosed.** Charges will be applied for any work/removal of items remaining at the property after you leave. You must also give Fortis Living vacant possession of your property, i.e. no other person(s) to be left in the property when you leave.

## 4. RENT PAYMENTS AND HANDOVER OF KEYS

You will have to pay rent up to the date your tenancy ends. Your keys must be handed in to a member of staff or placed in the keysafe **by 12 noon on the keys due date.** If the keys are placed in the keysafe, you must notify us on 07966 480966 or e-mail [lettings@fortisliving.com](mailto:lettings@fortisliving.com). If you hand in your keys after this time you will have to pay another weeks rent. If you receive Housing Benefit, this will stop on the day that you vacate the property.

## 5. UTILITY SUPPLIERS

You are responsible for contacting utility suppliers for gas, electric and water with the final meter readings upon leaving the property.

## 6. EMERGENCY ALARM

If you have an emergency alarm installed in your property, you must contact the Supported Housing team on 01684 579625 to notify them of the move and to make arrangements for the alarm and pendants (s) to be returned to Fortis Living. You will be charged for a replacement alarm if it is not returned before the end of the tenancy, or if it is returned damaged.

**All information submitted in this application will be processed in accordance with our Data Protection Policy.**

**PLEASE USE BLOCK CAPITALS**

TENANT 1		TENANT 2	
Surname:	«T1Surn»	Surname:	«T2Sur»
Forenames:	«T1For»	Forenames:	«T2For»
Tel:		Tel:	
E-mail:		E-mail:	

DETAILS OF YOUR CURRENT HOME:			
ADDRESS	«PAddr1», «PAddr2», «PAddr3», «PAddr4», «PAddr5», «PPC»		
HOME TYPE	«LocnType»	NO OF BEDROOMS	«Bedrooms»
HAS THIS PROPERTY BEEN ADAPTED TO YOUR SPECIFIC NEEDS?	YES	NO	
<i>If 'Yes' please provide details: e.g. Handrails fitted</i>			
DO YOU HAVE AN EMERGENCY ALARM FITTED AT YOUR PROPERTY?	YES – this needs to be returned to: Fortis Living, Progress House, Midland Rd, Worcester WR5 1DU	NO	

TENANCY TERMINATION DATES:	
DATE YOUR TENANCY WILL END (Usually Sunday, 4 weeks' notice, unless agreed otherwise)	
DATE TO HAND YOUR KEYS IN by 12 noon	

FORWARDING ADDRESS:	
POSTCODE:	
Date applicable from:	

UTILITIES:					
Heating Type (circle one that is appropriate):	Gas	Electric	Oil	Solid Fuel	Air Source
Utility Suppliers:	Gas:		Electricity:		
On pre-paid meter	Yes	No	Yes	No	

PLEASE TELL US YOUR REASON FOR LEAVING (circle one that is most appropriate):				
Property not suitable	To be nearer work	To live with family	To another Fortis Living property	Purchased - Private
Location not suitable	To be nearer family	To live with partner	To another Housing Association or Local Authority	Purchased – Shared Ownership
Rent too high	To nursing or care	To prison	To private let	Other

	home		
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<b>GARAGE: If you rent a garage from Fortis Living, please fill in the following</b>			
<b>GARAGE ADDRESS:</b>			
<b>Note: a Non – tenant rate will be applied to your garage tenancy (if applicable)</b>			
Do you want this garage tenancy to end?	YES – fill in the details below		NO - proceed to signing the form
Is the garage tenancy ending same date as the property?	YES	NO	
		Date the garage tenancy to end: (min 1 weeks' notice)	
		Date the garage keys to be handed in:	
The garage is secured by:	Lock	Own Padlock	
<b>You must empty and secure the garage and return all keys (if applicable). If it is not emptied, we will charge to remove any items left.</b>			

### PLEASE SIGN THE NOTICE (not valid without the signature)

<b>SIGNED BY TENANT 1:</b>		<b>SIGNED BY TENANT 2:</b>	
SIGNATURE:		SIGNATURE:	
PRINT NAME:		PRINT NAME:	
DATE:		DATE:	

<b>3<sup>RD</sup> PARTY DECLARATION (if signing on behalf of the tenant) - Please provide us with a copy of Power Of Attorney</b>			
PRINT NAME:		ADDRESS:	
SIGNATURE:		TEL. NUMBER:	
DATE:			

### RETURN THE NOTICE TO QUIT (that is completed in full and signed):

**In Person/ by Post:** Fortis Living, Progress House, Midland Road, Worcester, WR5 1DU

**By E-mail:** info@fortisliving.com

### OFFICE USE ONLY:

Tenancy Reference:	«TencyRef»	Letter sent out:	
PVI booked for:		Processed on OH by:	
HO diary entry:		Garage – new tenancy agreement required?/away address amended	
Keyfax completed:		Date:	