

Please complete and return this form to:

L&Q Direct P.O. Box 194, Sidcup. DA15 0AJ Tel: 0800 015 6536 E-mail: L&QDirect@lqgroup.org.uk



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 to give us at least four weeks written notice.

Personal Details

Name(s)	
Property Address	
	Postcode
Contact Telephone	

Termination Details

Date you want your tenancy to end

N.B. This will be a Monday and you must return all keys to us by midday on this date.

Forwarding Address	
	Postcode

Reason for ending tenancy

Utility Companies Details

Please state the current suppliers to the property:

Electricity	Gas
Water	Telephone

Declaration

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

- continue to pay your rent and any other charges until your tenancy ends
- return all keys to your local office by midday on the day your tenancy ends **(if you do not, you will be charged additional rent until the keys are returned)**
- 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 will be charged the cost of any necessary repairs or removal of any items)**

Signed	Signed (joint tenant)
Date	Date