

# IMR 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 **two months written notice**.

Please complete and return this form to:

**L&Q IMR**  
**10 Grove Crescent Road, Stratford, E15 1BJ**  
**Tel: 0300 456 9998**  
**Or email to: [IMRteam@lqgroup.org.uk](mailto:IMRteam@lqgroup.org.uk)**

## Personal details

Name(s):

Property address:

Postcode:

Contact telephone:

## Termination details

Date you want your tenancy to end:

**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:

The logo consists of the letters 'L' and 'Q' in a bold, sans-serif font, with an ampersand between them. The letters are black and are positioned on a yellow background.