

IMR TENANCY SURRENDER NOTICE

I/We give notice to surrender my/our tenancy at the following address set out below:

Address:

In accordance with the tenancy agreement, I/We give a minimum of **28 days** notice to end the tenancy on Monday / Tuesday / Wednesday / Thursday / Friday (please circle day) _____ 2014 . **The 28 days will start from the date we receive this form.**

1. In line with the terms and conditions of tenancy, I/We understand that I/we will be required to show perspective new residents around the home within the notice period or I/we will grant L&Q access to the home to carry out viewings during the notice period.
I/We allow reasonable access on 48 hours notice to allow L&Q to carry out viewings during the notice period.
2. I/We undertake to clean the property and remove all my/our personal effects by the tenancy end date and I/We authorise London & Quadrant Housing Trust to dispose of any items left in the property after the tenancy end date as they see fit.

I/We will surrender the property with vacant possession and will be available no later than **12 noon** on the above tenancy end date to meet an L&Q representative at the property to handover the keys and carry out an end of tenancy inspection **(If you are not available, you will be charged additional rent until the keys are received)**

3. I/We understand that a charge may be made if the property is not left in a good condition and accept liability and subsequent repair that in the opinion of London & Quadrant Housing Trust, has arisen through unauthorised alteration and/or anything other than fair wear and tear.
4. I/We will ensure that the rent and service charges are paid up until the tenancy end date.
5. I/We are aware that I/we are unable to withdraw this tenancy surrender notice. I/We are aware that if we refuse to leave the above named property L&Q will issue proceedings for possession and any rent owed up to the date I/we leave and any legal costs must be paid.

Please complete the following

Gas Utility Company: Electric Utility Company:.....

Water Utility Company:

Please state your reason for moving:

My/Our forwarding address is:

1st Tenant's Name: _____

Signature: _____

2nd Tenant's Name: _____

Signature: _____

Date: _____

Contact Number: _____

Email Address: _____