

Please complete and return this form to:

<b>L&amp;Q</b> 10 Grove Crescent Road, Stratford, E15 1BJ Tel: 0300 456 9998 E-mail: IMRteam@lqgroup.org.uk
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# 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 two months written notice.

## Personal Details

Name(s)	
Property Address	
	Postcode
Contact Telephone	

## Termination Details

Date you want your tenancy to end
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**You must return all keys to us by midday on this date.**

Forwarding Address	
	Postcode

Reason for ending tenancy
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## 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