

## Ending your tenancy - giving notice to leave your home

By law you must give us four weeks notice, in writing, that you want to end your tenancy. This will start from the Monday after we receive this form.

Please note: You must give us access to your home to allow us to carry out an inspection after we receive this form.

### 1. The tenant's name and the property you/they are leaving

Tenant's name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact details

Home tel: \_\_\_\_\_ Work tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2. The address you are moving to

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Where the tenant is deceased please provide

Date of death: \_\_\_\_\_

Next of kin name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Executor/solicitor original death certificate (we will photocopy and give the original back).

**Please remember that your rent account should be cleared before you leave. Should you be unable to do this please complete the box below**

I offer to pay my former tenant arrears by instalments of £ \_\_\_\_\_ every week/fortnight/month (delete as applicable) to start from \_\_\_\_\_ (dd/mm/yr) by the following method (please tick one)

Direct Debit. We will send you a form for this

Swipe card, you can use your existing card

Automated payments by phone 0845 149 0002 24 hours a day

Online payments at [www.gatesheadhousing.co.uk/payments](http://www.gatesheadhousing.co.uk/payments)

Signed: \_\_\_\_\_

**Please tell us the reason why you are leaving your home.  
Please tick the most appropriate box**

- Property is too large
- Property is too small
- Need to move for medical reasons
- Required Disabled Adaptations
- Tenant deceased
- Prefer different estate
- Prefer different street
- Unable to afford to live at property
- Moving to a property with a garden
- Moving closer to school/work/family/friends (mark as applicable)
- To avoid eviction
- Antisocial behaviour - youth disorder
- Antisocial behaviour - neighbour nuisance
- Harassment
- Fleeing violence

Are you currently affected by the under occupancy charge? Yes / No

Was under occupancy a factor in your decision to terminate your tenancy? Yes / No

**Please tell us what type of home you are moving to.  
Please tick the most appropriate box**

- Another Gateshead Council property (as tenant)
- Another council property
- A Housing Association property (as tenant)
- Buying own home
- Moving to a private tenancy
- Living in with family and friends
- Moving to residential care
- Other (please specify) \_\_\_\_\_

**This is my notice to end my tenancy on Monday \_\_\_/\_\_\_/20\_\_.**

I will be leaving the property on \_\_\_/\_\_\_/20\_\_.

I will return all my keys to the \_\_\_\_\_ office before noon  
on \_\_\_\_\_ (date of termination).

I agree that any items left in my home, garden, outbuildings or shed can be removed after this date.

Signed: \_\_\_\_\_ Date \_\_\_/\_\_\_/20\_\_.

My gas is supplied by: \_\_\_\_\_

My electricity is supplied by: \_\_\_\_\_

My meter is key/prepaid/quarterly (delete as applicable)

Alarm code number (if applicable) \_\_\_\_\_

Does the property have any adaptations? Yes / No

What type of adaptations? \_\_\_\_\_

Does the property have a separate dining room? Yes / No

Do you currently rent a Gateshead Council garage? Yes / No

Is your garden maintained by Gateshead Council? Yes / No

If you are moving to another Gateshead Council property, do you want the garden maintenance transferred to this property? Yes / No

**Please post this form to:  
Freepost Plus RTHH-ZJHY-KYKS, The Gateshead Housing Company,  
Civic Centre, Regent Street, GATESHEAD, NE8 1JN.**

**Alternatively you can send the form to any of our housing offices.**

**Once we receive your signed notice we will confirm receipt of this in writing along with the date your keys are due in by.**

**For office use only:**

Pre-term appointment made with tenant

Lettings Team notified of:

    Appointment date/time

    Contact details if appointment not made

    If property has separate dining room

    If property has any adaptations

    If tenant has a current Tyne and Wear Homes transfer application in




FTA Team notified of forwarding address and contact details

Name: \_\_\_\_\_ Signed: (employee name) \_\_\_\_\_ Date: / /

The Gateshead Housing Company manages nearly 20,000 homes in the North East of England on behalf of Gateshead Council.

We work with residents and the wider community to create homes and neighbourhoods that meet the aspirations of the people of Gateshead.

Regular updates can be found at:


-  [www.gatesheadhousing.co.uk](http://www.gatesheadhousing.co.uk)
-  [www.facebook.com/gatesheadhousingcompany](http://www.facebook.com/gatesheadhousingcompany)
-  [www.twitter.com/gatesheadhc](http://www.twitter.com/gatesheadhc)



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