

TENANT TERMINATION NOTICE



Name(s)	
Address	

I/We give _____ weeks notice to end my/our tenancy of the above address with LB of Lewisham.

I/We will vacate the property by midnight on Sunday _____

Reason for Termination * Please tick one		<input type="checkbox"/>	Cash Incentive Scheme
<input type="checkbox"/>	Transfer (Lewisham Homes)	<input type="checkbox"/>	Fresh start scheme
<input type="checkbox"/>	Homesearch offer to another Landlord	<input type="checkbox"/>	Under Occupation scheme

*I also end my interest in my garage / store shed / parking bay at
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*Complete if applicable

My new address will be:			
Email			
Mobile No		Landline No	

By 9:30am on Monday _____ I/we will ensure the property is empty and:

- Make sure that the rent is fully paid up and the account is clear
- Take away all belongings and furniture and clear away any rubbish
- Return all keys for the property to the local housing office. This includes keys to window locks, garages, store sheds, parking bays, padlocks etc.
- I/We understand that:
- I/We will be charged weekly payment for the property and the cost of changing the locks if the keys are not returned by 9:30am on the above date.
- Lewisham Homes will dispose of any items left in the property and I/we will be charged the full cost.
- I/We will be charged the cost of repairing any unauthorised alterations carried out or damage caused during the tenancy

Tenant 1 Signed		Date	
Tenant 2 Signed		Date	

OFFICE USE:	Tenant Reference No:	
Received and checked by:		
Name of Officer :.....Date and time received:.....		
Date Scanned.....Signature:.....		
Tenancy Team		
Actual Termination Date.....Rent Account Balance on Termination.....		
Date Academy updated with:.....Expected Termination.....Actual Termination		
Name of Officer.....Signature.....Date Scanned.....		
Complete if Applicable		
Referred to Unauthorised Occupancy Team by..... Date		