

Notice of Termination of Tenancy – Guidance Notes for Tenants, Executors and Administrators

The Notice of Termination is a legal document to end your tenancy with Royal Greenwich. Every care should be taken to avoid crossing out or altering information, which may invalidate the Notice. Please make sure that you answer every question.

Generally, the Notice will be completed with a Royal Greenwich officer, who can input the information while you are present. However, you can complete the Notice using the notes below. Royal Greenwich may also send a Notice to be completed by the tenant, executor or administrator.

Please contact the Tenancy Support Team on 020 8921 6371 to ensure you complete the form correctly, in particular for advice on dates.

The advice sections below correspond to the sections on the Notice.

1. Give the full names of the tenant(s) and the full postal address of the property you are leaving, including the postcode.

You must give us four full weeks' written notice that you are ending your tenancy.

- The four weeks' written notice time must end on a Monday.
- Sign and date section 1 otherwise the termination is not legally valid.
- If the tenancy is held jointly, one person is able to terminate on behalf of both tenants. If the other tenant wishes to remain in the property you are strongly advised to take legal advice before completing this document.
- You must give us vacant possession when you leave – this means don't leave anybody else living in your property when you move out. (Contact Tenancy Support Team if someone will be remaining). Anyone remaining will be an unlawful occupant. We may take action against you as well as any unlawful occupant left in your property if we are unable to get vacant possession.
- You are responsible for the rent until the termination date.
- If you cannot give the legal notice period you must contact your local Tenancy Enforcement Officer without delay.

Please Note: only a tenant (or an Executor or Administrator in the case of the death of the tenant) can sign the notice.

2. Joint tenants – Tick both points, if relevant.
3. Tell us where you are moving to (or your next of kin's address) so we can contact you if we need to. For example, if you have left something of value in the property.

4. You must give us your contact phone number/s.
5. Please tick the reason for ending your tenancy with Royal Greenwich.
6. Royal Greenwich must know when you will be moving. This date may be different to the termination date. This will help us to keep the property secure after you leave.
7. Confirm that you are giving 'vacant possession'.
- 8-10. Complete this section with the date you will be returning the keys to us and indicate which office you will be returning them to. If they are not returned on time i.e. before noon on the Monday of your termination, the lock may be changed and the cost charged to you. You will also be charged an extra week's rent. You will be given a receipt for the keys. Keep it safe, as this is your proof of their return.

Where this is a 'change of tenancy only' - do not return the keys.

Return any Assa keys or Fobs that you were given at the start of your tenancy. You would have been given a minimum of two at the sign up. If these are not returned, you will be recharged. Parking permits must also be returned.

- 11-12. If you were renting a garage, shed or bike space, you will need to end this agreement. There is a separate termination notice for this. Please contact the Tenancy Support Team on 020 8921 6371 for this form or further advice.
13. If you currently have contents insurance through Royal Greenwich, this is automatically stopped when you end your tenancy. You will need to arrange a new insurance policy at your new address.
14. Please sign and ask for a signed copy of the Termination Notice for your records. If you are completing the Notice yourself, please retain a signed copy for your records.

Additional Notes:

15. You should leave the property (and garden/patio) in a clean and tidy condition. If you leave any belongings in the property, Royal Greenwich will dispose of them and you will be charged for this along with any other rechargeable work.
16. If you pay your rent by Bank Standing Order mandate, please instruct your bank to stop this and arrange for payment of rent at your new address. You can pay by Direct Debit: please call 020 8921 3201 or apply via this link:
www.royalgreenwich.gov.uk/housingpayments

Royal Borough of Greenwich – Tenancy services

Completed Termination Notices go to:

Tenancy Support Team,
Housing & Safer Communities
The Woolwich Centre,
35 Wellington Street,
Woolwich, SE18 6HQ