

# IMR TERMINATION OF TENANCY NOTICE



I/we hereby give notice to terminate my/our tenancy at the following address :

.....  
In accordance with the tenancy agreement, I/we give a minimum of 28 days notice to end the tenancy. The 28 days will start from the date the association receive this fully completed form.

Should you wish your tenancy to end later than the required 28 days notice, please state the date you wish to end your tenancy: .....

1. I/we agree to clean the property and remove all my/our personal belongings by the tenancy end date. I/we authorise Hightown Homes to dispose of any items left in the property and understand I/we may be charged for the full cost of this work.
2. I/we agree to give back the empty property no later than 12noon on the tenancy end date and I/we agree to meet a Hightown Homes 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 for any repairs that in the opinion of Hightown Homes has arisen through unauthorised alteration and/or anything other than wear and tear.
4. I/we will ensure that the rent and service charges are paid in full until the end of the tenancy.
5. I/we are aware any re-charges and rent arrears may be deducted from the deposit and I/we will be notified of any deductions by the association. Please note, if the deposit was registered in a joint name, the deposit will need to be returned to a joint account.

	FIRST APPLICANT	SECOND APPLICANT
<b>Name</b>		
<b>Contact telephone number</b>		
<b>Email address</b>		
<b>Signature</b>		
<b>Gas utility provider</b>	Metered/monthly billed <i>(please select)</i>	
<b>Electricity utility provider</b>	Metered/monthly billed <i>(please select)</i>	
<b>Water utility provider</b>	Metered/monthly billed <i>(please select)</i>	
<b>I use parking space _____ with/without a permit (permit to be handed in at check out)</b>		
<b>Please state your reason for moving</b>		
<b>Forwarding address</b>		

Please email your completed form to the sales and lettings team at [sales@hightownha.org.uk](mailto:sales@hightownha.org.uk) or post it to **Hightown Homes, Sales & Lettings, Maylands Avenue, Hemel Hempstead, Herts, HP2 4XH**