



# TENANCY TERMINATION NOTICE & INFORMATION SHEET

(To be returned to MHA)

Full Name:

Address of property I am giving 4 weeks notice on:

I am terminating my tenancy with Monmouthshire Housing because:

The tenancy will end on: Sunday the ..... 2019.

or the next date being the day upon which a complete period of my tenancy expires.

I have been made aware and fully understand that if this tenancy is a joint tenancy it will terminate the tenancy for both parties. If the rent account is in arrears, I have made the following agreement with the Neighbourhood/Income Officer and the amount I have set up to pay is £..... Weekly/Monthly (delete as appropriate) until the rent account is clear.

The forwarding address will be: .....

Telephone No: .....

I will be handing the keys into: .....

*(Please be aware keys must be handed in by 12pm the Monday after the notice ends or rent will be charged)*

**Key can ONLY be returned to St David's Charity shops at Abergavenny, Monmouth, Chepstow (Bulwark) or Caldicot or MHA head office - address below.**

Please remember to include any documents requested.

**SIGNED:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If not the tenant, please state relationship to tenant: \_\_\_\_\_  
(Remember to include proof of power of attorney/Next of kin)

**This section is only to be completed for tenants residing in a nursing or care home.**

If the tenant is unable to sign to end the tenancy, and does not have a power of attorney in place, a relative may sign above and the care/nursing home manager may sign here to confirm the end of tenancy notice:

Name of Care/Nursing home manager: \_\_\_\_\_

Name/address of care/nursing home: \_\_\_\_\_  
\_\_\_\_\_

Contact number: \_\_\_\_\_

Signature of manager: \_\_\_\_\_

Date: \_\_\_\_\_