

**ENDING MY TENANCY OR LICENCE**

|  |  |
| --- | --- |
| **Full Name(s) of Customer(s)**  |    |
| **Address of the home you are leaving**  |    |
| **Contact Details – telephone**  |   |
| **Contact Details – email address**  |   |
| **Where are you moving to P**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I’ve bought a new home  |   | I’m renting – social landlord  |   | I’m renting private landlord  |   |
| I’m moving in with someone else  |   | Something else  |   |   |   |

 |
| **Forwarding address:**  |    |
| **Reason for Leaving P**   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Be closer to Friends/family/school  |   | Move to another area  |   | Purchased-Right to Buy  |   |
| Be closer to Work  |   | Move to a home with support  |   | Relationship Breakdown  |   |
| Domestic Abuse  |   | Problems with Neighbours  |   | Too big  |   |
| Hate Crime  |   | Property Condition  |   | Too small   |   |
| Medical Reasons  |   | Purchased Home  |   | Unaffordable  |   |
| Move on from Support  |   | Purchased -Right to Acquire   |   |   |   |

 |
| **Is there anything else that you would like to let us know:**  |    |

By completing this form, I am giving Bromford notice that I wish to end my agreement and leave the above address.

I agree that either on or before the date my agreement ends, I will:

·       Return all sets of keys, including any keys or fobs for communal areas.

·       Return any meter keys or cards and let my utility suppliers know my final meter readings.

·       Remove all furniture, belongings, and rubbish.

I understand that Bromford will dispose of any items I leave, and I will be recharged for this, and any other expenses incurred by Bromford-such as repairing damage or changing locks if all keys are not returned.

Please note your Neighbourhood Coach will be in touch to confirm the date that your tenancy/licence will end based on the terms and conditions that you agreed to when you signed your agreement with us.

|  |  |
| --- | --- |
| **SIGNED CUSTOMER:**  | **DATE:**   |
| **SIGNED JOINT CUSTOMER\*:**  | **DATE:**   |

**\*if you have a Fixed Term tenancy – both customers must sign this notice**

**Bromford Housing Group Ltd**, which includes Bromford Housing Association Ltd and Bromford Home Ownership Ltd (trading as Bromford and Bromford Homes), will keep **your** **personal information** secure and confidential.  We collect this information (and may share some or all of it with third parties) so as to end your tenancy or licence and to help improve services to all our customers:  Your forwarding address may be used by Bromford, the local authority, utility companies and so on in connection with unpaid debts.

If you provide us with personal information **relating to members of your family or your associates,**we will assume you do so with their knowledge and consent to the collecting and processing of the information.  For more information on **how we use and share your information** please see our **Privacy Notice** which is on our website.  However, if you would like a written copy of this, please contact Customer Services.