

# Termination of Tenancy

Name (Tenant) \_\_\_\_\_

Name (Joint Tenant) \_\_\_\_\_

Address

\_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Address \_\_\_\_\_

**PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS**

Do you require any of the following options to aid you with your application?

Large Print Text

Language Interpreting Service

Braille Text



Reference No.:

Date Returned:

I \_\_\_\_\_

Wish to give up my tenancy at -

**What type of house do you presently live in (please tick)**

Flat  House  Bungalow  Other

Please specify \_\_\_\_\_

**Number of bedrooms in present property.** \_\_\_\_\_Single \_\_\_\_\_Double

Date of Termination \_\_\_\_\_(28 days written notice from date of receipt must be given)  
and will return the keys to your office by 12 noon that day.

*NOTE: If the 28 days notice ends on a weekend or other designated day when the office is closed, the keys will be due back by 10.00am on the next working day, at the latest.*

Reason for Termination \_\_\_\_\_

Forwarding Address

The suppliers of my gas and electricity are:

Gas \_\_\_\_\_ Electricity \_\_\_\_\_

\_\_\_\_\_  
Signature (Tenant)

\_\_\_\_\_  
Signature (Joint Tenant)

Date \_\_\_\_\_ Date \_\_\_\_\_

*NOTE: The signatures of both joint tenants are required for the purpose of the Matrimonial Homes (Family Protection) (Scotland) Act 1981. The signatures of both tenants are required to end a joint tenancy.*

**OFFICIAL USE ONLY**

**Termination Received**

HM System Updated – Expected End Date \_\_\_\_\_

Rent Due - Amount: \_\_\_\_\_

Recharge Due - Amount: \_\_\_\_\_

EOT Inspection Date & Time \_\_\_\_\_

Council Tax Form Completed \_\_\_\_\_

Housing Benefit Informed (If applicable) \_\_\_\_\_

UC Informed (*If MPTL or AD in place*) Yes  No

Direct Debit Amended / Cancelled \_\_\_\_\_

Termination Letter and Info Sent \_\_\_\_\_

E-Mail to HO/MO and CBL \_\_\_\_\_

End Tenancy Account Date \_\_\_\_\_

End Recharge Account Date (if applicable) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Withdrawal of Termination**

HomeMaster Updated \_\_\_\_\_

Council Tax Updated \_\_\_\_\_

E-Mail HO/ MO/ CBL \_\_\_\_\_

Letter to Tenant \_\_\_\_\_

**CSA Duties upon Receipt of House File**

Forwarding Address Input on Person \_\_\_\_\_

Check for Legal Action (inform DRO) \_\_\_\_\_

## **YOUR PERSONAL INFORMATION (TENANT)**

We, Angus HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Full Statement available on our website

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at [angusdpo@infolawsolutions.co.uk](mailto:angusdpo@infolawsolutions.co.uk) or writing to: **The Data Protection Officer, Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP.**

You can contact us by: e-mail at [admin@aha.org.uk](mailto:admin@aha.org.uk); telephone on **0345 177 22 44**; or writing to: **Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP**

### **Angus Housing Association Limited**

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