

4 week notice to quit/ tenancy termination notice



A notice to quit will end the tenancy if the form is completed correctly. All parties (the Landlord and the Tenants) do not need to agree for the tenancy to end. Once notice is given, the notice period can not be extended or changed.

Use this form if the terms of your tenancy agreement allows and you have either;

- Assured shorthold periodic tenancy
- Assured periodic tenancy
- Assured fixed term tenancy and the notice expires at the end of fixed term or inside
- Any starter or probationary period; or
- Secure tenancy

If your agreement is a **fixed term tenancy** and the notice expires inside the fixed term period or outside of any probationary or starter period then this form will only be considered as an 'Intention to Surrender' notice.

This does not end the tenancy and all parties must agree.

The effect of this 'Intention to Surrender' notice is to request that L&Q contact you to arrange the surrender of your tenancy.

Please complete and return this form to the below address (or the address specified in your tenancy agreement):

**Central Support Services
Cray House, 3 Maidstone Road, Sidcup, Kent, DA14 5HU**

For further information, please contact

Tel: 0300 456 9996

Or email to centralsupportservices@lqgroup.org.uk

Notice to quit / tenancy termination notice

Four weeks written notice of your intention to end your tenancy is required. The notice should expire on the last day of your rental period.

You must pay the rent up to the termination date. If you are in receipt of Housing Benefit please write to the benefit section to inform them of your change of circumstances, including notice that housing benefit is to be paid up to the termination date.

- If this tenancy is a joint tenancy I acknowledge that only one joint tenant is required to serve this notice (if you are informing us of your intention to surrender, all joint tenants must sign below).

**I hereby give 4 weeks notice to terminate the following tenancy
(if you need to terminate your tenancy earlier, please contact your local office to discuss)**

Full name of tenant:

Full name of joint tenant:

Address of tenancy:

Proposed tenancy end date (all tenancies to end on the last day of your rental period and state 4 weeks after the date this notice is served).

Proposed tenancy end date:

I understand that signing this document has the effect of ending my tenancy and all rights thereto. I am signing this document of my own free will and have not been put under any improper pressure.

Tenant(s) signature:

Name(s) printed:

Date:

Appendix: Notice to quit / tenancy termination - additional information

Please complete the following

Contact telephone:

Forwarding address:

Postcode:

Reason for ending tenancy:

Utility companies details

Please state the current suppliers to the property

Electricity:

Gas:

Water:

Telephone:

You must:

- Continue to pay your rent and any other charges until your tenancy ends
- Return all keys to your local office by midday on the day your tenancy ends (if you do not, you will be charged additional rent until the keys are returned)
- Ensure that the property (including the garden) is left clean, tidy and free from any personal items and/or rubbish. If you do not, you will be charged the cost of any necessary repairs or removal of any items.

The logo consists of the letters 'L&Q' in a bold, black, sans-serif font, positioned on a yellow rectangular background.