

Declaration

I/We have read the notes and conditions on page 2 of this form and agree to ensure that the utility companies are notified, any outstanding rent will be cleared or arrangement made to pay the arrears and that the property is returned in a clean and tidy condition as per the tenancy conditions.

Signed:

Print name:

Signed:

Print name:

Date:

Next of Kin/Person with Power of Attorney, details if tenant is unable to deal with their own affairs.

Name:

Contact details:

Telephone No:

Email:

If the form is completed by Housing Management Officer or other support worker.

Name:

Date:

Signed:

Agreed Tenancy end date:

Alternative formats

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If you would like this information on audio CD, audio tape, Braille, large print, any other format or interpreted in a language other than English, please contact:-

Mar mynnowgh hwi kavos an kedhlow ma war son-sidi, sonsnod, yn Braille, prynt bras, furvas aral po styrys yn taves dres Sowsnek, kesteveugh mar pleg:-

Cornwall Housing Ltd, Higher Trenant Road, Wadebridge, Cornwall PL27 6TW

Telephone: General enquiries and repairs: **0300 1234 161**

Email: **landlordservices@cornwallhousing.org.uk**

www.cornwallhousing.org.uk

Date: 29/04/14
Version 1.0

36273 05/14

Termination of Licence at Polruan Hostel

Cornwall Housing
Treven Kernow

www.cornwallhousing.org.uk
Tel: 0300 1234 161



Notes and conditions

Please complete the attached form and return it to:

Cornwall Housing, Chy Trevail, Beacon Technology Park, Bodmin, Cornwall, PL31 2FR

As part of the termination of your licence there are a number of things that need to be undertaken prior to your return of the keys to Cornwall Housing, these are listed below:-

- If you are in receipt of Housing Benefit, enquire if you are entitled to overlapping benefit to cover the notice period.
- Clear any rent arrears in full, or if unable to pay arrears in full, contact your Hostel Manager to agree a repayment arrangement.

In accordance with your licence conditions the property should be left in a clean and tidy condition. **All household refuse must be removed from the address. All items of personal belongings, furniture and appliances that were not present when you accepted the licence, should be removed.** If items are left at the property, Cornwall Housing will arrange for the disposal and the cost involved along with an administration fee will be re-charged to the tenant/s.

During the notice period the Hostel Manager will contact you to arrange an inspection of the property, when you can discuss any concerns with them and confirm the arrangements for clearing the property.

Keys should be returned to the Hostel Manager or Cornwall Housing Reception at Carrick House, Pydar Street, Truro TR1 1DP. Ensure you are given a receipt for handing your keys in and keep it safe

If the keys are not returned on the due date and contact as not been made to extend the notice period, the locks to the property will be changed and the cost of this work will be re-charged. You will be charged rent until the keys are returned or lock changed.

If you are in receipt of Housing Benefit and you vacate the property before the tenancy ends, Housing Benefit will only cover the rent up to the date you leave. You may be entitled to claim overlapping benefit for the remaining notice period. Please contact **Cornwall Council Benefits Department** to discuss tel 0300 1234 121.

If the termination is following the death of the sole tenant and the deceased was in receipt of Housing Benefit to cover the rent, the Housing Benefit will cease on the day that the tenant died and the rent for the notice period will be liable from the deceased's estate.

Please contact the Hostel Manager on 01872 264856 or Void Control Team on 0300 1234 161 ext 701550 to discuss any other queries you may have.

Notification of Termination of Tenancy of (address)

Address:

Postcode:

By:

(print lead tenant name)

In accordance with the terms of my licence I hereby give notice to quit the above premises. The licence will end on return of the keys to Cornwall Housing Ltd.

I/We understand that I am liable for the rent due to the end of tenancy.

My/Our new address will be:

Address:

Postcode:

Contact details

Telephone:

Mobile:

Email address:

My reason for moving is:-

Please tick the appropriate reason for termination of tenancy

Transfer to another Cornwall Housing or Cornwall Council property

Moving to a Housing Association Property

Moving to a PSL managed by Cornwall Housing

Moving to privately rented accommodation or other accommodation

Other reason