

## **Third Party notice to end a Tenancy Form**

This form is for use only by someone ending a tenancy on the tenants' behalf.

If the tenant can manage their own property affairs do not use this form. In those cases, the tenant should complete a 'Notice to end your Tenancy' form.

**Please read the guidance notes below before completing the form to help you complete it correctly.**

### **Important Information about ending a Tenancy**

The tenancy will always end on a Sunday, if you hand the notice in on a Wednesday the four week notice period will commence on the Sunday and the tenancy will end four weeks later.

If you are moving to another Broadacres property, then you may not need to give four weeks notice, however you will continue to be charged until you return your keys.

If you are ending the tenancy of someone who has died, then 4 weeks notice is not required. Please discuss when you will be able to return the keys with the Neighbourhood Officer or Scheme Manager.

If you need to extend your notice period longer than four weeks because of circumstances beyond your control, you must inform Broadacres as soon as possible.

If you want to withdraw your notice, you must do so before the date that your tenancy is due to end, however please note that we reserve the right not to accept your notice withdrawal request.

### **Housing Advice**

If you need to terminate your tenancy Broadacres will provide you with Housing Options advice.

**[For more information please click here](#)**

### **Date you expect to leave**

If you expect to leave before the date your tenancy ends, please let us know. If we can relet your property before the end of the notice period, we may be

able to reduce the amount of rent you are charged.

If you do leave the property before your tenancy ends and you are in receipt of Housing Benefit or Universal Credit, this may stop as soon as you leave.

However, unless we can let the property earlier, you will have to pay the rent for the full notice period up to the end of your tenancy.

## **Inspecting the property**

We would like to come and inspect your property before you leave.

This is because:

- It helps us to find a new tenant before you leave.
- We can give you advice around how the property should be left and how you can return the keys.
- We can identify any repairs that need to be done.
- We can discuss any outstanding issues such as rent arrears.

We will contact you to try and arrange an appointment to visit you during the notice period.

## **Alterations to the property and/or garden**

If you asked for permission to improve your property, you will have been told whether you need to leave your alterations in place or if you need to return the property to its original condition.

If you cannot remember, please contact us.

If you have made alterations without our permission, you should contact us so we can inspect them and advise you about whether the work is satisfactory.

## **Reletting your home**

We try to re-let properties as quickly as possible to try and reduce the amount of rent we lose.

You may be asked if we can show a new customer around your home before you leave. We would always contact you in advance to request permission to do this.

## Returning your keys/fobs

You must return all keys and fobs to us on or before 12 noon the day after your tenancy ends (usually a Monday unless it is a Bank Holiday).

If you do not return the keys by this time, you will be charged an extra weeks rent, we will continue to charge rent weekly until keys are received.

It is your responsibility to ensure Broadacres safely receive your keys, we therefore recommend that you hand deliver the keys to a Broadacres office or employee. Please discuss with your Neighbourhood Officer the most appropriate way of returning your keys.

If you wish to return your keys by post it is recommended you send the Recorded Delivery, they should be sent to:

Broadacres Housing Association  
Freepost RRBZ-TATA-BYHL (you do not need a stamp)  
Mount View  
Standard Way  
Northallerton  
DL6 2YD

If you live in a supported or sheltered accommodation scheme keys can be returned to the Scheme Manager or Office.

We cannot accept responsibility for keys until we receive them.

## Rent

Rent will continue to be charged until your tenancy ends and your rent account should be clear when you hand in your keys.

If you receive Housing Benefit or Universal Credit and you leave the property before your tenancy ends, your benefits will usually stop when you leave.

If you leave any rent arrears Broadacres will make attempts to recover these, this may involve passing the debt to an external Debt Collection Agency and potential legal action.

If you have any questions regarding rent payments, please contact your Income Officer to discuss.

## **The condition of the property and removing your belongings**

You must leave the property and garden in a clean and tidy condition.

If Broadacres need to repair any damage, remove rubbish or clean the property, you may be charged.

If you have bulky items such as furniture to remove, contact your Local Authority or Neighbourhood Officer for advice.

If unwanted furniture is in good condition, there may be local schemes that can re-use the furniture.

If you leave anything in the property, Broadacres will assume that you do not want the items and we will dispose of them. We may charge you for disposing of anything left in the property.

If you live in a sheltered or supported scheme and wish to leave items in the property for the new tenant, this must be agreed with the Scheme Manager. Items may include:

- Curtains and rails
- Couch/chair
- Fridge/freezer
- Washing machine
- Wardrobe
- Chest of drawers

For any white goods they must still be under the manufacturer's warranty. All items left **MUST** be approved by the scheme manager.

## **Telling other people that you are moving**

You will need to tell a lot of people you are moving.

Make sure you tell your gas, electricity, phone and water companies to make sure you do not pay for any use after you have left. On the day that you hand in your keys you should also take meter reading for your gas, electric and water meters.

Remember to also tell:

- Your local council for their Council Tax records or if you receive Housing Benefit;
- Universal Credit (DWP);
- TV licensing;
- The Post Office, if you wish to redirect your mail.

## How you can contact us

Please write to us at:

Broadacres Housing Association  
Freepost RRBZ-TATA-BYHL (you do not need a stamp)  
Mount View  
Standard Way  
Northallerton  
DL6 2YD

Phone: 01609 767900

e-mail: [info@broadacres.org.uk](mailto:info@broadacres.org.uk)

Website: [www.broadacres.org.uk](http://www.broadacres.org.uk)

Call into our head office by appointment.



## **Third Party notice to end a Tenancy Form**

### **Section 1**

Full name of Tenant(s)

Full address and Post code

### **Section 2**

To protect the tenant(s) interest, we will only accept notice to terminate the tenancy from a third party in certain circumstances. Please provide the information below to help us consider whether or not we can end the tenancy:

Your full name:

Your address:

Your contact number:

Your email address:

Your relationship to the tenant:

Why are you asking us to terminate the tenancy:

### **Section 3**

If the tenant has died, please complete Section 3. If not, please go to Section 4.

A) Date of Death

B) Name and address of solicitor

dealing with the deceased's affairs

C) You will need to provide a copy of the death certificate before the tenancy can be ended.

D) Please tick which of the following statements apply:

1	I will arrange for payment of outstanding rent for the property up to the termination of the tenancy.	
2	There is no money remaining in the deceased's estate. Therefore I cannot make any payment to Broadacres following their death.	
3	The deceased was in receipt of means tested benefits and leaves no estate.	

**Please note if the deceased received Housing Benefit, it will be cancelled from the Monday following their death. If the deceased received Universal Credit, the individual acting on the deceased's behalf should contact Universal Credit directly.**

Please go to Section 7.

#### **Section 4: Reasons for leaving**

Please tick **one** reason, which should be the main reason you are ending this Broadacres tenancy:

ASB/Neighbour Issues		Bought my own home	
To care for a relative/friend		Due to Domestic Abuse	
Affordability		Moved to be nearer employment	
Medical Reasons		Moved into Care/Supported property	
Repairs/Property Condition		Moving in with Partner	
Moving in with family/friends		Property too large	
Property too small		Relationship breakdown	

Please tick **one** of the boxes to show the type of accommodation they are moving to:

Moving to another Housing Association	<input type="checkbox"/>	Buying own property	<input type="checkbox"/>
Moving to Local Authority property	<input type="checkbox"/>	Moving abroad	<input type="checkbox"/>
Transferring to another Broadacres home	<input type="checkbox"/>	Going into Care	<input type="checkbox"/>
Moving to private rented property	<input type="checkbox"/>	Other	<input type="checkbox"/>
Moving in with family and friends	<input type="checkbox"/>		<input type="checkbox"/>

### Section 5

Tenant's present address:

What type of accommodation is this,  
For example, residential care,  
Nursing home, staying with relatives?

What date did the tenant move to this address?

Can the tenant manage their own affairs?

Yes

No

☐☐

### Section 6

We may need further confirmation that the tenancy needs to end. If there is someone professionally involved with the tenant (such as a social worker, doctor, solicitor) who can confirm that the tenant no longer needs their tenancy, please fill in these details.

Their name:

Their address:

Their job/role:



## Section 7

### Current Property Information

Gas supplier  Gas box: internal ☐ external ☐  
Electric Supplier

Has the property had any adaptations for help with disabilities or mobility issues: (eg, stairlift, hand rails, ramp, walk in shower etc)

If 'Yes' please state below what these adaptations are

Will these adaptations remain in the property after they leave?

Yes ☐ No ☐

Have they carried out any improvements to the property?  
(eg new kitchen, bathroom or double glazing etc)

Yes ☐ No ☐

If 'Yes' please state below what these improvements are:

## Section 8

**Unless the customer has died, 4 weeks' notice is required.**

I hereby give notice of the intention to end the tenancy at:

Address and Post code

  
  
  

Date of termination

**Note for Information: On receipt of this completed form, the Neighbourhood Officer will be in touch to confirm the balance on the rent account provide other helpful information about leaving.**

**Declaration:**

- I am authorised to act on the tenant(s) behalf, and I agree that Broadacres may make any necessary checks to verify any of the details I have given on this form.
- I will return all keys and fobs on or before 12 noon the day after the tenancy ends.
- If I do not return the keys, I understand that rent will continue to be charged until I do so.
- Broadacres accepts no responsibility for anything left at the property and any items left will be disposed of, I understand I may be charged for these removal costs.
- I agree that any goods/rubbish I leave in the property or garden will be disposed of and that the tenant may be charged for its removal.
- I agree that if there are any repairs which are the tenant's responsibility (including making good any damage caused by the household or visitors), Broadacres will carry out these repairs and recharge the cost.
- On receipt of this completed form Broadacres will start the transfer of the gas and electricity supply to our preferred supplier. You will stay with your current supplier until you hand in your keys. If you extend your notice period or withdraw your notice it may be too late to stop the transfer process and the gas and electricity supply will be transferred.

**Signed:**

**Date:**

**Print name:**

**Note for information: If this form is not signed then the notice is not valid, and the tenancy won't end.**