



End of Tenancy Form

TENANCY DETAILS

Name of lead tenant

Other named tenants

Full address

Contact telephone number

Date you want your tenancy to end (this must be on a Sunday in no less than four weeks time)

Reason for ending your tenancy

End of Tenancy Form



UTILITIES

Electricity supplier

Electricity meter serial number

Electricity meter reading

For electricity key meters, are you leaving the key at the property?

☐

Yes

☐

No

Gas supplier

Gas meter serial number

Gas meter reading

For gas key meters, are you leaving the key at the property?

☐

Yes

☐

No

Water supplier

Water meter reading

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DECLARATION

You acknowledge that it is your responsibility to:

- ☐ Continue to pay your rent and any other charges until your tenancy ends
- ☐ Ensure that the property (including the garden) is left clean, tidy and free from any personal items and rubbish. If you do not, you may be charged for the cost of any necessary repairs, cleaning or removal of any items.

Your full name

Your signature

Today's date

What's next?

Please return the completed form to us by email at servicecentre@southernhousing.org.uk or post to:

Southern Housing, Building 800,
Guillat Avenue, Kent Science Park,
Sittingbourne, ME9 8GU