

Ref: /TERMVP

Dear,

Re:

Please find enclosed a Notice to Terminate form, as you have informed us that you wish to end your tenancy.

We must advise you that, as per the terms of your Tenancy Agreement, your notice period will only start from the Monday after the Notice to Terminate form is received in our office at Sumner House, 21 King Street, Leyland, Lancashire, PR25 2LW.

Please ensure that you return your termination form as soon as possible. It is important that you respond and return this document at your earliest convenience as you are liable for the rent until the tenancy is officially terminated, any delay in dealing with this may result in additional weeks rent being charged.

If your circumstances change after you have requested a termination form e.g. a house sale falls through or you no longer wish to move, please inform us straight away. Alternatively, if you wish to extend your notice of termination at any time, please contact Progress Connect on 03333 204555.

If you have a Progress Lifeline alarm or keysafe installed, please also contact us to discuss your intentions. The equipment can be taken to the next property but we will need you to call 03333 204555 to discuss your move so we can ensure that your details are fully updated or arrangements are made for the equipment to be returned if you wish to cancel.

Yours sincerely

Progress Connect

Ref: /TERMVP

NOTICE TO TERMINATE TENANCY

To: Progress Housing Association Ltd

From:

I/We hereby give FOUR WEEKS NOTICE to terminate my/our tenancy at

I understand and agree as follows:

- I/We will deliver vacant possession and leave the property at the end of the notice period in the condition required by my/our tenancy agreement;
- I/We understand that any goods left in the property after my/our tenancy terminates become the property of my landlord and my landlord (or a contractor or agent of my landlord) will not be held liable for disposing of any goods left in the property;
- I/We will return all keys to the property and understand that if the keys are not returned before 12 noon on the Monday my/our notice ends then I/we will continue to be charged rent until the keys are returned by me/us;
- I/We will be responsible for any breaches of tenancy such as repairs which are the responsibility of the tenant, the removal of goods left in the premises, or any debts left at the end of the tenancy;
- Progress Housing will advertise my/our property on the choice based lettings system to enable the next tenant to be identified quickly and this may include the use of a general photograph of the area my/our property is situated.

Contact details:

Your forwarding address: _____

Telephone number: _____ Email address: _____

Signed: _____ Date: _____

Please return this form along with the enclosed survey to: Sumner House, 21 King Street, Leyland, Lancashire, PR25 2LW.



TERMINATION SURVEY

To assist us with making the process as easy as possible for your change in circumstances and to provide feedback to improve our service please complete and return with your termination notice:

What is the main reason for your move? (please tick ONE)

Change in need	<input type="checkbox"/>	I never moved into the property	<input type="checkbox"/>	Leaving the area (moving to another local authority)	<input type="checkbox"/>
Mutual exchange	<input type="checkbox"/>	Need nursing care	<input type="checkbox"/>	Problem with area	<input type="checkbox"/>
Rehabilitation	<input type="checkbox"/>	Size of the property	<input type="checkbox"/>	To live with family	<input type="checkbox"/>
Transfer due to choice	<input type="checkbox"/>	Transfer from interim accommodation	<input type="checkbox"/>	Transfer due to need	<input type="checkbox"/>
Other					

The property that I am moving to is (please tick ONE):

A private rental	<input type="checkbox"/>	Owned by another social landlord	<input type="checkbox"/>	A property I have purchased	<input type="checkbox"/>
Other					

Were any of these a factor in your decision? (please tick ONE)

Bedroom tax	<input type="checkbox"/>	Residential care	<input type="checkbox"/>
The death of a partner	<input type="checkbox"/>	Death	<input type="checkbox"/>
Change in benefits	<input type="checkbox"/>	Family	<input type="checkbox"/>
Affordability	<input type="checkbox"/>	Safeguarding	<input type="checkbox"/>
Compatibility	<input type="checkbox"/>	None of these apply to me	<input type="checkbox"/>

If you are struggling with budgeting our Financial Inclusion Team may be able to help – call 03333 204555 for more info.

Does your current Progress Housing property have any of the following? (Tick as many as apply)

Level access shower	<input type="checkbox"/>	Ground floor WC	<input type="checkbox"/>
Stairlift	<input type="checkbox"/>	Fully wheelchair accessible	<input type="checkbox"/>
Ramp	<input type="checkbox"/>	Grab rails	<input type="checkbox"/>

Who supplies the electric to your Progress Housing property?

Is it credit (your receive bills) or pre-payment (you top it up)?			
Credit	<input type="checkbox"/>	Pre-payment	<input type="checkbox"/>

Who supplies the gas to your Progress Housing property?

Is it credit (your receive bills) or pre-payment (you top it up)?			
Credit	<input type="checkbox"/>	Pre-payment	<input type="checkbox"/>

Remember to take note of your meter readings upon leaving the property and ensure you contact your suppliers with your new details. Please leave any keys for meters at the property as they will not work in your new property.

Does your current Progress Housing property have a Progress Lifeline alarm?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please ensure that your Progress Lifeline equipment is either returned with the keys or you call 03333 204555 to discuss transferring it to your new property (you can use it in any property).