

# ASTER GROUP

## NOTICE TO QUIT- Handing back your property to us

Please return this form to :  
Lettings Team, Aster Group, Prospect House, Sandford Lane,  
Wareham, Dorset, BH20 4DY

*\*Details for this form need to be based on your current home\**

I'm / We're letting you know that we no longer want to rent our home at:.....  
.....

Garage Address (if you have one):.....

I'm / We're giving you four weeks notice to end our tenancy.

I'll / We'll give Aster vacant possession and understand that the tenancy will end on Sunday  
.....(Please enter date – four complete weeks).

**If you are ending the tenancy on behalf of a relative who has passed away please let us know;**

Date of Death: \_\_\_\_\_  
(We need a copy of the death certificate before we can end the tenancy)

Your relationship to the tenant: (next of kin / executor)  
\_\_\_\_\_

Your name: \_\_\_\_\_

Please note that the estate of the deceased is responsible for paying any rent arrears and recharges raised such as clearing anything left behind. You will need to provide confirmation if there is no money in the estate. Please provide your contact details below. We do not need your national insurance number if you are ending the tenancy because the tenant has passed away.

I / We understand that all keys for the above property need to be handed in no later than 10am on the Monday after my/our tenancy ends. Any keys returned after this time will mean Aster will continue to charge the full weekly rent. Please leave gas and electric keys in the property.

I / We also understand that I/we need to pay all rent, including any arrears or other amounts owed, on or before the tenancy end date. The property will be left clean and tidy, and all rubbish will be removed. I / We understand that I/we will be recharged for any damage or for the removal of rubbish left in or around the property.

The earliest date Aster is likely to get the keys back is.....

If keys are returned early I hereby confirm that Aster may enter the property before the tenancy end date to carry out any necessary works and clearance to get the property ready for re-letting.

# A S T E R

## G R O U P

My/Our telephone numbers are:..... (Home) ..... (Work)  
 ..... (Mobile)

**My/Our new address will be.....**  
 .....

My National Insurance Number is ..... (Tenant 1)  
 ..... (Tenant 2)

Name .....(Tenant 1)

Signed ..... (Tenant 1)

Name .....(Tenant 2)

Signed ..... (Tenant 2)

**Please note the 4 weeks will start from the Sunday after we receive notice, unless we receive it on a Monday; when the four weeks will start from the previous Sunday.**

| I am/We are leaving because (please tick your main reason): |                             |                          |                                 |
|---|-----------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/>                                    | Can't afford rent           | <input type="checkbox"/> | Dislike area                    |
| <input type="checkbox"/>                                    | Buying own home             | <input type="checkbox"/> | Condition of property           |
| <input type="checkbox"/>                                    | Domestic violence           | <input type="checkbox"/> | To move near to family/friends  |
| <input type="checkbox"/>                                    | Need garden                 | <input type="checkbox"/> | Need ground floor accommodation |
| <input type="checkbox"/>                                    | Ill health/disability       | <input type="checkbox"/> | Need larger property            |
| <input type="checkbox"/>                                    | Neighbour problems          | <input type="checkbox"/> | New relationship                |
| <input type="checkbox"/>                                    | Racial harassment           | <input type="checkbox"/> | Relationship breakdown          |
| <input type="checkbox"/>                                    | Need smaller property       | <input type="checkbox"/> | Need accommodation with support |
| <input type="checkbox"/>                                    | To be nearer to work        | <input type="checkbox"/> | Bedroom tax                     |
| <input type="checkbox"/>                                    | Other (please give details) |                          |                                 |

| I am/We are moving to (please tick the property you are moving into): |                             |                          |                                |
|---|-----------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/>  | Living with friends/family  | <input type="checkbox"/> | Mortgage/shared ownership      |
| <input type="checkbox"/>  | Local authority             | <input type="checkbox"/> | Transfer                       |
| <input type="checkbox"/>  | Prison                      | <input type="checkbox"/> | Another housing association    |
| <input type="checkbox"/>  | Private rented              | <input type="checkbox"/> | Residential care/ nursing home |
| <input type="checkbox"/>  | Tied accommodation          | <input type="checkbox"/> |                                |
| <input type="checkbox"/>  | Other (please give details) |                          |                                |

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| Property type (please circle) |                     |                |          |            |      |
|-------------------------------|---------------------|----------------|----------|------------|------|
| House-detached                | House-semi-detached | House-terraced | Bungalow | Maisonette | Flat |

|                         |  |                    |  |                        |  |
|-------------------------|--|--------------------|--|------------------------|--|
| Floor level (if a flat) |  | Number of bedrooms |  | Number of living rooms |  |
|-------------------------|--|--------------------|--|------------------------|--|

|                  |         |               |        |
|------------------|---------|---------------|--------|
| Garage attached? | Yes/ no | Solar panels? | Yes/no |
|------------------|---------|---------------|--------|

| Garden (please circle): |                |       |      |      |
|-------------------------|----------------|-------|------|------|
| Communal                | Self-contained | Front | Back | None |

| Parking (please circle): |           |         |      |
|--------------------------|-----------|---------|------|
| Off street               | Allocated | On road | None |

| Adaptations                   |  |                          |  |  |  |
|-------------------------------|--|--------------------------|--|--|--|
| Number of steps to front door |  | Bath or over bath shower |  | Separate shower tray or level access (i.e. flush with floor) |  |
| Other (please give details):  |  |                          |  |  |  |

| Meter readings. Please take a final meter reading. You are required to provide meter readings when you return your keys |               |  |                 |               |  |
|---|---------------|--|-----------------|---------------|--|
| Gas   | Supplier name |  | Quarterly / key | Meter reading |  |
| Electric  | Supplier name |  | Quarterly / key | Meter reading |  |

Other tenancies I/we hold:

|                                 | Garage | Lifeline/ care and support | Grass cutting |
|---------------------------------|--------|----------------------------|---------------|
| I/ We wish to keep this service |        |                            |               |
| I/ We wish to end this service  |        |                            |               |

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### **IMPORTANT NOTES ABOUT HANDING BACK YOUR HOME TO US**

Here are some important notes:

- If you have made alterations or repairs to your home without obtaining permission and they are not up to standard, you will be billed for the amount that it costs us to put things right.
- You must clear the whole property and garden.
- You need to make sure that you hand back your home in a clean condition. If we say that you can leave carpets or curtains then these need to be clean as well.
- You must not forget to clear any shed, garage or loft and you should leave the garden tidy with the grass cut.
- If you do not do the above things and we have to clear up or clean after you have left we will send you the bill. All our bills include VAT and an admin charge.
- Please leave all meter cards or keys for gas and electric in the meters as they will not work anywhere else. Please do not leave any money owing on the meters. You will be billed for any debt we have to pay. If you owe a debt we will notify the utility companies of your forward ing address.
- Please make sure you lock all doors and windows when you leave.
- We need to receive your keys by 10am on the Monday that your tenancy ends. If we have not got them by 10am we will charge you the full rent for the rest of the week. This will carry on until we get the keys back.

**We want to be able to relet all our homes quickly to people who need them so if you leave your old home clean and tidy you are not only helping yourself but you are helping the next person who lives in your home as well.**