

A S T E R

GROUP

NOTICE TO QUIT- Handing back your property to us

Please return this form to :
Lettings team, Aster Group, Flourish House, 2 Cathedral Avenue,
Wells, BA5 1FD

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.

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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):		
	Can't afford rent	Dislike area
	Buying own home	Condition of property
	Domestic violence	To move near to family/friends
	Need garden	Need ground floor accommodation
	III health/disability	Need larger property
	Neighbour problems	New relationship
	Racial harassment	Relationship breakdown
	Need smaller property	Need accommodation with support
	To be nearer to work	Bedroom tax
	Other (please give details)	

I am/We are moving to (please tick the property you are moving into):		
	Living with friends/family	Mortgage/shared ownership
	Local authority	Transfer
	Prison	Another housing association
	Private rented	Residential care/ nursing home
	Tied accommodation	
	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	
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Garage attached?	Yes/ no	Solar panels?	Yes/no
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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 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.