

Notice to End Tenancy Form

Please check carefully that all details in Section A are correct and add your signature and date. Forms returned unsigned will be returned to you. Please also complete Section B and return this form to: Johnnie Johnson Housing, Astra House, Spinners Lane, Poynton, Stockport, SK12 1GA

In accordance with the Tenancy Agreement the following period of notice is required in writing:
Weekly tenancy: min 4 weeks. Monthly tenancy: min 1 calendar month

***The notice period will commence on the Monday following receipt of this completed form by JJH, or on the same day of receipt if received on a Monday.**

Tenant Name and Address:	Email address:
	Contact Tel No:
	Reason for leaving:
Forwarding Address:	Name & Relationship of Next of Kin (if applicable):

I understand that under the terms of my tenancy agreement:

- I am responsible for paying the rent until the end of my notice period or until the keys are returned (if returned after the end of the notice period).
- I agree to return all keys and leave the property in a clean and tidy condition when I vacate the property, otherwise I will be responsible for the payment of rent until the keys are returned.
- I understand that I must remove all possessions from the property and garden when I leave. If I leave any items in the property, Johnnie Johnson Housing will not be responsible for these items, they will be removed immediately, and any costs incurred will be re-charged to me.
- During the notice period you will make an appointment with me to visit my home to inspect the property.
- During the notice period Johnnie Johnson Housing may carry out viewing of the property with potential new tenants. We will always arrange this with you in advance.

Please turn over



Important information about your gas and electricity supply

Scottish and Southern Energy (SSE) is the supplier of gas and electricity to Johnnie Johnson Housing empty properties. The Housing Department will now start the transfer of the gas and electricity supply to SSE. You will stay with your current supplier until the end of your tenancy. If you withdraw your notice it may be too late to stop the transfer process and the gas and electricity supply will be transferred to SSE. However, you will not have to stay with SSE. You can change supplier by giving 28 days notice to SSE if you wish.

Please confirm your current supplier for gas and electricity _____

Do you have a pre-payment meter?

Yes

No

Section B

To help us improve our services, please take a few minutes to complete the following short questionnaire:

How do we score?
5 is excellent, 1 is very poor

1. Customer care

Staff are easy to contact
Staff are helpful and polite
Staff are professional and knowledgeable
Staff are able to solve problems

5 4 3 2 1 N/A

2. Customer care

Quality/condition of home
Upkeep of communal areas
Repairs and maintenance service
Security
Disabled access
Neighbourhood/community

5 4 3 2 1 N/A

3. Customer care

Dealing with queries
The website was interactive and engaging
You were aware of how to get involved in resident involvement
You felt that you were kept well informed of resident involvement activities
Publications were informative and relevant

5 4 3 2 1 N/A

4. Value for money

Do you think your rent and service charge level was value for money?

Yes No

5. Overall satisfaction

How satisfied or dissatisfied are you with the overall service provided by Johnnie Johnson Housing as your landlord?

5 4 3 2 1 N/A

6. Comments

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I have referred to the Exiting Standard enclosed with this form. I understand and agree to my responsibilities.

Signed

Date

*if you are signing on behalf of the tenant other than in the event of death, please state your name reason for doing so and provide supporting evidence (e.g. Power of Attorney)

Name

Reason