

4 week notice to quit/ tenancy termination notice



A notice to quit will end the tenancy if the form is completed correctly. All parties (the Landlord and the Tenants) do not need to agree for the tenancy to end. Once notice is given, the notice period can not be extended or changed.

Use this form if the terms of your tenancy agreement allows and you have either;

- Assured shorthold periodic tenancy
- Assured periodic tenancy
- Assured fixed term tenancy and the notice expires at the end of fixed term or inside
- Any starter or probationary period; or
- Secure tenancy

If your agreement is a **fixed term tenancy** and the notice expires inside the fixed term period or outside of any probationary or starter period then this form will only be considered as an 'Intention to Surrender' notice.

This does not end the tenancy and all parties must agree.

The effect of this 'Intention to Surrender' notice is to request that L&Q contact you to arrange the surrender of your tenancy.

Please complete and return this form to the below address:

**Central Support Services
Cray House, 3 Maidstone Road, Sidcup, Kent, DA14 5HU**

Or email to centralsupportservices@lqgroup.org.uk

**For further information, please contact
Tel: 0300 456 9996**

Notice to quit/tenancy termination notice

The notice should expire on the last day of your rental period and all keys (including any front entrance key and/or fob, communal door key and/or fob, garage keys, car parking fobs, letterbox keys, bin store keys, meter keys or shed keys) should be returned to either the Cray House or West Ham Lane office by midday on the Monday as set out below:

If you live in south London, south east London, south west London and Kent please return your keys to:

L&Q, Cray House, 3 Maidstone Road, Sidcup, Kent DA14 5HU or

If you live in north west London, east London and East Anglia please return your keys to:

L&Q, Head Office, 29-35 West Ham Lane, London E15 4PH

If you return your keys by registered post, please ensure that this is tracked for next day delivery and sent prior to midday on the Monday after your tenancy ends. Please retain the tracking number and the proof of postage (date and time) so as not to incur additional rent costs.

You must pay the rent up to the termination date. If you are in receipt of Housing Benefit please write to the benefit section to inform them of your change of circumstances, including notice that housing benefit is to be paid up to the termination date.

- If this tenancy is a joint tenancy I acknowledge that only one joint tenant is required to serve this notice (if you are informing us of your intention to surrender, all joint tenants must sign below).

**I hereby give 4 weeks notice to terminate the following tenancy
(if you need to terminate your tenancy earlier, please contact your local office to discuss)**

Full name of tenant:

Full name of joint tenant:

Address of tenancy:

Proposed tenancy end date (all tenancies to end on the last day of your rental period and state 4 weeks after the date this notice is served).

Proposed tenancy end date:

I understand that signing this document has the effect of ending my tenancy and all rights thereto. I am signing this document of my own free will and have not been put under any improper pressure.

Tenant(s) signature:

Name(s) printed:

Date:

Appendix: Notice to quit/tenancy termination - additional information

Please complete the following

Contact telephone:

Forwarding address:

Postcode:

Reason for ending tenancy:

Utility companies details

Please state the current suppliers to the property and provide up to date meter reads

Electricity:

Gas:

Water:

Telephone:

You must:

- Continue to pay your rent and any other charges until your tenancy ends
- You'll need to clear any rent arrears or sub-accounts before your tenancy ends
- Return all keys to either the Cray House or West Ham Lane office (as set out above) by midday on the Monday after your tenancy ends (if you do not, you will be charged additional rent until the keys are returned).

If you are returning your keys by registered post please ensure these are tracked for next day delivery and sent prior to midday on the Monday and you retain your tracking number and proof of postage (date and time) so as not to incur additional rent costs.

- Ensure that the property (including the garden) is left clean, tidy and free from any personal items and/or rubbish. If you do not, you will be charged the cost of any necessary repairs or removal of any items.

The logo for L&Q, consisting of the letters 'L' and 'Q' in a bold, sans-serif font, with an ampersand between them. The logo is positioned on a yellow rectangular background.