WHEN IT'S TIME TO MOVE SOMEWHERE NEW

I give 28 days' notice, as required in my Tenancy Agreement, that I intend to end my tenancy as detailed below:

Signed Tenant Date

....

Joint Tenant Date

....

Print name

.....

Address

.....

.....

Mobile number

.....

End of tenancy date

.....

Planned move out date

.....

Forwarding address

.....

.....

Reason for moving

.....

.....

Who supplies your...

Gas .....

Meter serial no. .....

Electricity .....

Meter serial no. .....

Tip: You do not need to supply your final meter readings to us, but it is a good idea to take a note of these before you move out.

Thank you. Please return this form to:

Harbour Homes
108 Constitution Street
Edinburgh, EH6 6AZ

Harbour Homes Scotland Ltd
Registered Scottish Charity: SC027945
Financial Conduct Authority Registration: FRN772734

ENDING YOUR TENANCY

HAPPY TO TRANSLATE

HARBOUR HOMES

If you're planning to end your tenancy with us, we'll need 28 days' notice in writing. There's a form on the other side of this leaflet to help you do this.

What's next?

Once we've received your form, we'll send you a letter with all the information you'll need before moving out.

This will include a visit to your home where we'll check for any repairs or decoration that'll need to be carried out before you leave.

Bear in mind, we may recharge you for any specified decoration or repairs that are left unfinished. If in doubt, please ask us.

Please return all keys by 12.00pm on or before the day you move out. This is important, as rent will continue to be charged until all keys have been handed over.

—> **Please complete the form on this leaflet and return it to:**

Harbour Homes
108 Constitution Street
Edinburgh EH6 6AZ

"WE'RE SAD TO SEE YOU GO"

A few things to check before handing back your keys:

- Is your rent paid?
- Have you taken your final meter readings?
- Have you reinstated any changes you made, unless otherwise agreed?
- Unless agreed with us, have you removed your belongings, including floor coverings?
- Is the property clean and tidy?