

NOTICE OF TERMINATION OF TENANCY

This form is to be completed by the tenant (in a sole tenancy) or both tenants (in a joint tenancy) and any spouse or partner of the tenant where the tenant is giving notice to end the tenancy.

Name of tenant (s) _____
Address _____

Proposed termination date (28 days notice normally required) _____
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Reason for ending tenancy _____

Forwarding address _____
Tel no _____

Electric supplier _____	Gas supplier _____
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Any further comments/information (anything that will help us with the future allocation of the property such as medical adaptations or issues with either the property or your tenancy)

Signed (tenant) _____	Date _____
Signed (witness) * _____	Date _____
Address of witness _____	

Signed (joint tenant/ spouse/partner) _____	Date _____
Signed (witness) * _____	Date _____
Address of witness _____	

* Witnesses must be aged 16 years or over and not a relative. The same person may witness both signatures.

Data Protection Statement

How we use your information

Melville Housing Association will only use any personal information we have about you to help meet your housing needs and to deliver and improve our housing-related services.

We treat personal data as confidential. We may give information to other organisations, such as, but not limited to, your local council, government departments and utility companies, and we may also get information about you from these same types of organisations. We will only pass on, or request, personal information as the law allows.

For more information, including a copy of our full Data Protection policy, or to access the information we hold about you, contact Melville Housing's Communications Officer or visit www.melville.org.uk.