

## Termination Notice

PLEASE RETURN TO:

### ***NOTICE OF TERMINATION OF TENANCY***

NAME:

ADDRESS:

TENANT REF NO:

I hereby give four weeks notice of termination of my tenancy of the above property.

I intend to vacate the property with effect from

Monday

It will be convenient for a pre-termination inspection of the property to take place on

(date and time)

My reason for terminating this tenancy is

My forwarding address is

I understand and accept that the following conditions apply:

- All keys to the property will be delivered to the Estate Office before 12 noon on the day my tenancy ends. If they are not returned by this time I will be charged an additional week's rent.
- The rent will be paid in full up to the date when the tenancy ends.
- The property will be left **clean and tidy, in reasonable decorative order and clear of rubbish.**
- Any items of furniture or other belongings left in the property after the keys have been handed in will be disposed of by The Guinness Trust and the cost charged to me.
- Any damage to the property will be repaired at my expense to the satisfaction of The Guinness Trust before the keys are handed in. (This includes any unauthorised or unacceptable alterations to the property.) If any such items are not repaired to the satisfaction of the Trust the cost of rectifying this will be charged to me.

Signed:

(Tenant)

(Joint Tenant)

Date:

FOR OFFICE USE

Received:

Actioned by:

Date: