



Ending the Tenancy – Third Party Notice

Important: Please fold this form out flat before you fill it in.

For use only by someone ending a tenancy on the tenant's behalf.

Section 1

Full name of tenant(s):

1

2

3

Address:

Section 2

To protect the tenant(s) interest, we will only accept a notice to terminate the tenancy from a third party (that is someone acting on the tenant's behalf) in exceptional circumstances.

This means you must give us as much information as possible to help us consider whether or not we can end the tenancy.

Your full name:

Your address:

Your home phone number:

Your work phone number:

Your relationship to the tenant:

Why you are asking to terminate the tenancy:

Section 3

If the tenant has died, please complete **Section 3**. If not, please go to **Section 4**.

a Date of death:

b Name and address of solicitor (if any) dealing with the deceased's affairs:

c Please provide a copy of the Death Certificate

Section 3 continued

d Please tick (✓) any of the following statements which apply:

- I will arrange for payment of outstanding rent for the property up to the termination of the tenancy.
- There is no money remaining in the deceased's estate. Therefore I cannot make any payment to WDH following their death.
- The deceased was in receipt of Income Support and leaves no estate.

Please note: If the deceased received Housing Benefit, it will be cancelled from the Monday following their death

Please go to Section 6

Section 4

Tenant's present address:

What type of accommodation is this, for example, residential care home, nursing home, staying with relatives?

When did the tenant move there?

Can the tenant management their own affairs?

Yes

No

Section 5

We may need to confirm that the tenancy needs to end. If there is someone professionally involved with the tenant (such as a social worker, doctor, solicitor) who can confirm that the tenant no longer needs their tenancy, please fill in these details.

Their name:

Their address:

Their job:

Section 6

Does the tenant hold a licence for a garage/garage plot?

Yes

No

Address:

Section 7

Please give details of any adaptations done to the property or any equipment supplied:

Section 8

Could arrangements be made for an officer to gain access to the property before the keys are handed in?

Yes No

If so, please give convenient dates:

WDH will take a photograph and advertise your property during the notice period unless you have valid reasons why we should not do this. Please state reasons why WDH should not do so:

Section 9

You should give at least four weeks' notice to end a tenancy. Tenancies end on a Monday.

The tenancy will end on Monday:

Once we have carried out any checks needed, we may be able to end the tenancy before the four weeks' notice is up. If we can do this, we will write and tell you. The tenancy cannot end until all the keys have been handed in. If you do this before noon on a Monday, the tenancy will be ended. If you hand them in after 12 noon on a Monday, the tenancy will end at noon on the following Monday.

Section 10

Declaration

Scottish and Southern Energy (SSE) is the supplier of gas and electricity to WDH's empty properties. We 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 them and you can change your supplier by giving 28 days notice to SSE if you wish.

Please be advised that your name and address will be passed to SSE in order for the transfer of supplies to take place. I am authorised to act on the tenant(s) behalf and I agree that WDH may make any necessary checks to verify any of the details I have given on this form.

I agree that WDH can dispose of anything left at the property after the tenancy ends and a charge may be made.

Signed by (third party):

Date:

Witnessed by:

for WDH

For Office Use Only

Actual date tenancy terminated:

Reason for termination:

Documents seen:

Date third party told of revised termination date (if applicable)

Appointment for electrician:

Appointment for property inspection:

Is the tenant's representative willing for prospective tenants to view the property?

Yes No