



# Notice to end your tenancy

This notice ends your WDH tenancy. It is only for use by a tenant who is ending his or her own tenancy. Please return the completed form to one of our Hubs at Wakefield or Pontefract. If you need advice on anything to do with this form, please ask us.

\*Please cross out whichever does not apply.

Section 1	
Full name of tenant(s):	1 2
Tenancy address:	
I / we* hereby give you four weeks notice of my / our intention to terminate my / our tenancy of the above address on: Or on the Monday of the week of my tenancy which will end next after the expiration of four weeks from the service of this notice upon you.	
<b>You must give at least four weeks' notice ending on a Monday.</b>	
I / we* will give WDH vacant possession and return the keys by 12 noon on: (On the termination Monday)	
My / our* home phone number:	
My / our* work phone numbers:	
My / our* mobile phone numbers:	
My / our* email address/es:	
My / our* new address is: Please give your full forwarding address:	
Postcode	

## Section 2a

Please tick the box which tells us the main reason why you are ending your tenancy.

**Please tick only one box.** If you need help with this, please ask.

- |  |                          |  |                          |   |                          |
|--|--------------------------|--|--------------------------|---|--------------------------|
| Buying own home                        | <input type="checkbox"/> | Never moved in                                   | <input type="checkbox"/> | Property too large (under occupying)      | <input type="checkbox"/> |
| Property too small (overcrowding)      | <input type="checkbox"/> | Can no longer live independently                 | <input type="checkbox"/> | Taken into custody / prison               | <input type="checkbox"/> |
| Financial issues                       | <input type="checkbox"/> | Cannot afford rent                               | <input type="checkbox"/> | Condition of property – not modernised    | <input type="checkbox"/> |
| Condition of property – repairs        | <input type="checkbox"/> | Moving due to bedroom tax                        | <input type="checkbox"/> | Relationship breakdown                    | <input type="checkbox"/> |
| Going to live in partner's property    | <input type="checkbox"/> | Cannot manage the garden                         | <input type="checkbox"/> | Garden too small                          | <input type="checkbox"/> |
| Problem with private / owner neighbour | <input type="checkbox"/> | Problem with WDH neighbour                       | <input type="checkbox"/> | Unable to manage stairs                   | <input type="checkbox"/> |
| Not well enough to live alone          | <input type="checkbox"/> | Moving for employment reasons                    | <input type="checkbox"/> | No longer want to live in multistorey     | <input type="checkbox"/> |
| Cannot afford to heat the property     | <input type="checkbox"/> | Cannot afford to furnish / decorate the property | <input type="checkbox"/> | Property not suitable for medical reasons | <input type="checkbox"/> |
| Moving for support needs               | <input type="checkbox"/> | Do not like the area / estate                    | <input type="checkbox"/> | No parking provided                       | <input type="checkbox"/> |

## Section 2b

Please tick **only** one of the boxes below to tell us the tenure of accommodation you are moving to.

- |  |                          |   |                          |   |                          |
|--|--------------------------|---|--------------------------|---|--------------------------|
| Another WDH property (not sheltered)   | <input type="checkbox"/> | Another WDH sheltered / extra care property | <input type="checkbox"/> | Local authority tenancy (as a tenant)         | <input type="checkbox"/> |
| Privately rented housing (as a tenant) | <input type="checkbox"/> | Residential care                            | <input type="checkbox"/> | Another social landlord tenancy (as a tenant) | <input type="checkbox"/> |
| Tied accommodation                     | <input type="checkbox"/> | Someone else's home (lodgings / partners)   | <input type="checkbox"/> | Moving out of district or county              | <input type="checkbox"/> |
| Moving to supported housing            | <input type="checkbox"/> | Bought a property                           | <input type="checkbox"/> | Going into hospital / hospice care            | <input type="checkbox"/> |
| Taken into custody / prison            | <input type="checkbox"/> |   |                          |   |                          |

## Section 3

Do you have a licence for a garage or garage plot? Yes  No

**If you wish to terminate the licence for your garage or garage plot, you will need to complete a separate notice.**

## Section 4

Please give details of any adaptations done to your home or any equipment supplied:

## Section 5

Please provide the following details about your gas and electricity

The name of the company supplying gas to the property:

The name of the company supplying electricity to the property:

Before you hand in the keys, can we visit your property to:

**a** Check the electrics and service gas?

Yes

No

**b** Inspect the property for a prospective tenant?

Yes

No

If so, please give convenient dates:

Would you let a prospective tenant view the property?

Yes

No

## Important

**Warning:** You may be charged if the property, including the garden and outhouses, are not left clean, tidy and in a good state of repair or if WDH has to dispose of any furniture and belongings you leave there.

## Section 6

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 7

### Declaration

I / we agree that vacant possession of the above property must be provided when the tenancy ends.

I / we agree that WDH can dispose of anything left at the property after the tenancy ends or when I hand my keys in, whichever is the sooner, and that I may be charged for this. I understand that where only one joint tenant signs this form they are ending the tenancy on behalf of all joint tenants.

We will now start the transfer of the gas and electricity supply to our supplier. You will stay with your current supplier until the date the tenancy is due to end. If we allow you to withdraw or extend your notice it may be too late to stop the transfer process and the gas and electricity supply will be transferred. However, you will not have to stay with them, and you can change your supplier by giving 28 days notice if you wish.

Signed by: \_\_\_\_\_

1 Date: \_\_\_\_\_

\_\_\_\_\_

2 Date \_\_\_\_\_

## Data Protection

Wakefield and District Housing Limited (WDH) is a registered charitable Community Benefit Society that provides social housing and social support services. WDH is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379). We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team  
WDH  
Merefield House  
Whistler Drive  
Castleford  
WF10 5HX

Email: [informationgovernance@wdh.co.uk](mailto:informationgovernance@wdh.co.uk)

Under the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018 you have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#).

WDH will process the information you provide on this form as part of administering a contract (tenancy).

**For further information, on how we use your personal data, details of WDH Privacy Policy can be found on our website [wdh.co.uk/accessibilityandprivacy/](http://wdh.co.uk/accessibilityandprivacy/) If you'd like a copy we can email it to you.**

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email [onecall@wdh.co.uk](mailto:onecall@wdh.co.uk)