

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

If the tenant can manage their property affairs do not use this form. In those cases, the tenant should sign the form 'Notice to end your tenancy'.

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 certain 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 mobile and 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 You will need to provide a copy of the death certificate before the tenancy can be brought to an end.

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 means tested benefits and leaves no estate.

Please note

If the deceased received Housing Benefit, it will be cancelled from the Monday following their death. If the deceased received Universal Credit, the individual acting on the deceased's behalf should contact Universal Credit directly.

Please go to Section 7

Section 4a

Please tick the box which tells us the main reason why the tenant is ending their 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 multi storey | <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 4b

Please tick **only** one of the boxes below to tell us the tenure of accommodation the tenant is 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 5

Tenant's present address:

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

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When did the tenant move?

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Can the tenant manage their own affairs?

Yes No

Section 6

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:

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Their address:

Their job:

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Section 7

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

Yes No

Address:

Section 8

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

Section 9

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:

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WDH will take a photograph and advertise the 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:

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Section 10

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

The tenancy will end on Monday:

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Or on the Monday of the week of the tenancy which will end next after the expiration of four weeks from the service of this notice upon us.

Once we have carried out any checks needed, we may be able to end the tenancy before the four weeks' notice is up. The tenancy cannot end until all the keys have been handed in. If you do this before noon on a Monday, the tenancy may be ended as soon as possible. If you hand them in after 12 noon on a Monday, the tenancy will end no sooner than the following Monday.

Section 11

Declaration

We will now start the transfer of the gas and electricity supply to our supplier.

If we allow you to withdraw or extend the 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 the supplier by giving 28 days notice if you wish.

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, including garden and outhouses, after the tenancy ends or when I hand the keys in, whichever is the sooner, and a charge may be made, including for any cleaning.

Signed by (third party):

Date:

Witnessed by:

for WDH

For office use only

Actual date tenancy terminated:

Reason for termination:

Tenure moving to:

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

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

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/ 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