

## Appendix 1

### TENANCY TERMINATION

To: CASTLE HOUSING LIMITED

I hereby give you **four weeks' notice** that I/we will terminate my/our tenancy of (name):

---

Address:

---

**The tenancy will end at 12 noon on Monday:**\_\_\_\_\_

*Before this date we will arrange to carry out a pre-termination inspection of the property*

My forwarding address is:

---

Reason for termination:

---

Supplier of Gas is:

Electricity is:

---

#### IMPORTANT - PLEASE READ CAREFULLY

You are required to clear the property of all effects before handing in all keys to Castle Housing Limited. If you fail to clear the property of all effects Castle Housing limited will remove and dispose of all contents and **you will be charged for this work** to be carried out.

By signing this form you are also relinquishing all rights of ownership to anything you may leave in the property, either intentionally or accidentally and agree that Castle Housing Limited or any sub-contractor in their employ will not be held liable for disposing of any such property or contents left in the property after the date of termination, stated above.

Signed ..... Dated .....

Signed ..... Dated .....

**KEYS SHOULD BE RETURNED BY 12 NOON ON THE DAY OF TERMINATION OR YOU WILL BE CHARGED RENT FOR ALL EXTRA WEEKS IN FULL UNTIL THE KEYS ARE RECEIVED**

*Please return this form to:*

Castle Housing Limited  
48 Hest Bank Lane, Lancaster. LA2 6BS

