# TERMINATION OF TENANCY castlehill logo2008

Sign, date and return the completed form to:

## Castlehill Housing Association, 4 Carden Place, Aberdeen, AB10 1UT

Castlehill will acknowledge receipt of this form and confirm the end of tenancy date to you.

|  |  |
| --- | --- |
| **Complete this column if you are leaving your tenancy.** | **In the event of a death, please complete this column. Next of kin or a solicitor dealing with affairs should complete and sign this form.** |
| Current tenant(s) name:Tenancy Address:Email:Tel No: | Tenant’s Name & Address: |
| Give the reason for terminating: | Date of Death: |
| Forwarding Address: | Name & Address of Next of Kin/Solicitor:NOK Tel. No:NOK Email: |
| I hereby advise Castlehill that I wish to end the tenancy at the above address. I understand that the period of 28 days notice will commence on receipt of this form by Castlehill.Both tenant and joint tenant **MUST** sign and a partner who lives with the tenant as husband or wife must also ensure they sign the form:(Tenant): ……………………………….……………(Joint Tenant …………………………..………….or Partner)Date: …………………………………..….………… | Following the death of the above, I hereby advise Castlehill that I wish to end the tenancy at the above address. I understand that the tenancy ends on the date of death.Signed on behalf of the late tenant:…………………………………………….………What is your relationship to the late tenant:…………………….…………………….…………Date ……………………………………………… |

**Utilities**

Current Electric Supplier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Gas Supplier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As you have indicated that you are moving out of a Castlehill Housing Association property, we will begin the process to transfer the energy supply at your property to Utilita Energy as per our void management policy.  If you decide to cancel your termination, please be advised that the transfer of energy supplies will still go ahead and Castlehill Housing Association will supply your details to Utilita for accounting purposes.

## Maintenance Inspection

A Castlehill Property Services Officer will contact you to arrange a pre-termination inspection.

### Car Park Space

If you have a Car Park Space, we will cancel this at the termination date. What is your space number……………..

For Office Use *(form updated – 16/08/19)*:

**Housing Officer:** to file original and acknowledge receipt/end date 🞏 Copy to Maintenance 🞏 Copy to Admin 🞏

**Admin Officer:** to email Utilita 🞏