

**Termination of Tenancy**

**Sign, date and return the completed form to: Castlehill Housing Association, 4 Carden Place, Aberdeen, AB10 1 UT We will then acknowledge receipt and confirm end of tenancy date.**

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| **Complete this column if you are leaving your tenancy.**  **Your 28 days’ notice will start from the day the form is received by Castlehill.** | **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.**  **The Association allows two weeks from the date of death for a property to be cleared but this can be discussed with the Housing Officer should further time be required.** |
| Current tenant(s) name:  Tenancy Address:Click or tap here to enter text.  Email:Click or tap here to enter text.  Tel No:Click or tap here to enter text. | Tenant’s Name & Address:  Click or tap here to enter text. |
| Give the reason for terminating:  Click or tap here to enter text. | Date of Death:Click or tap to enter a date. |
| Forwarding Address:  Click or tap here to enter text. | Name & Address of Next of Kin/Solicitor:  Click or tap here to enter text.  NOK Tel. No: Click or tap here to enter text.  NOK Email: Click or tap here to enter text. |
| Utilities Suppliers:  Current electric supplier: Click or tap here to enter text.  Current gas supplier: Click or tap here to enter text. |  |
| 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 ……………………………………………… |