

**Richard Watts Charities**

Notice of intention to terminate tenancy

Name of tenant(s):.....

In accordance with the condition of my Assured Shorthold Tenancy, I hereby give you four weeks' notice that I shall vacate:

.....

(property address)

All keys for the property and parking permit (if applicable) will be handed over at The Administrative Offices, Watts Almshouses, Maidstone Road. Rochester. Kent. ME1 1SE by 3pm on

(insert date).....

I understand that:

1. It is my responsibility to contact my utility companies, to advise them of my vacating the property and make appropriate arrangements for meter readings.
2. It is my responsibility to contact Medway Council Tax Department to advise them of my moving out date.
3. Rent is due up to the above termination date and until the keys are returned (whichever is the later date) and should be paid before vacating the property.
4. Any damage to fittings, cost of extra cleaning, repair or replacement of items for which I am responsible under the tenancy agreement will be deducted from my tenancy deposit.
5. I understand that a pre-inspection of the property will be carried out before I leave.
6. All furniture and unwanted items must be removed and the property must be left clean and tidy.

My new address will be:

.....

Reasons for leaving:

.....

Signed:.....

Dated:.....