

## Notice to end your tenancy

This notice ends your Vico Homes tenancy. It is only for use by a customer who is ending their own tenancy.

### Important

This form must be printed, and you need to have signed Section 7 (page 8) before you give it to us or email us images of all pages to the address: [contact@vicohomes.co.uk](mailto:contact@vicohomes.co.uk)

**We can't accept unsigned forms.**

If you need a printed copy or any help with this form please phone us on 0345 8 507 507 or visit one of our Hubs (page 9).



Where you see a \* mark, please cross out whichever **do not** apply to you.

## Section 1 - Your details

**1a** Full name of tenant(s):

**1**

**2**

**1b** Tenancy address:

**1c** I / we\* hereby give you four weeks notice of my / our\* intention to terminate my / our\* tenancy of the above address on:

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

**You must give at least four weeks' notice ending on a Monday.**

**1d** I / we\* will give Vico Homes vacant possession and return the keys by 12 noon on:

(On the termination Monday.)

**1e** My / our\* **home** phone number(s):

**1** **2**

**1f** My / our\* **work** phone number(s):

**1** **2**

**1g** My / our\* **mobile** phone number(s):

**1** **2**

**1h** My / our\* **email** address / addresses:

**1**

**2**

**1i** My / our\* **new** address is (please give your full forwarding address):

Postcode:

## Section 2 - Reason for moving

2a

Please tick the box which tells us the main reason why you are ending your tenancy.

Please tick **only one** box:

Buying my own home:	Money problems:	<input type="checkbox"/>
Can no longer live independently:	Moving due to bedroom tax:	<input type="checkbox"/>
Cannot afford to furnish / decorate the home:	Moving for employment reasons:	<input type="checkbox"/>
Cannot afford rent:	Moving for support needs:	<input type="checkbox"/>
Cannot afford to heat the home:	Never moved in:	<input type="checkbox"/>
Cannot manage the garden:	No longer want to live in multi storey:	<input type="checkbox"/>
Condition of home - not modernised:	No parking provided:	<input type="checkbox"/>
Condition of home - repairs:	Not well enough to live alone:	<input type="checkbox"/>
Do not like the area / estate:	Problem with private / owner neighbour:	<input type="checkbox"/>
Garden too small:	Problem with Vico Homes neighbour:	<input type="checkbox"/>
Going to live in partner's home:	Relationship breakdown:	<input type="checkbox"/>
Home not suitable for medical reasons:	Taken into custody / prison:	<input type="checkbox"/>
Home too large (under occupying):	Unable to manage stairs:	<input type="checkbox"/>
Home too small (overcrowding):	<b>If you need help with this question, please ask.</b>	

**2b**

Please tick **only one** of the boxes below to tell us the type of accommodation you are moving to:

Another social landlord tenancy (as a tenant):	Moving to supported housing:
Another Vico Home (not sheltered):	Privately rented housing (as a tenant):
Another Vico Homes sheltered / extra care property:	Taken into custody / prison:
Bought a property:	Tied accommodation:
Going into hospital / hospice care:	Someone else's home (lodgings / partners):
Local authority tenancy (as a tenant):	Residential care:
Moving out of district or county:	

## Section 3 - Garages

**3a**

Do you have a licence for a garage or garage plot?

Yes:                  No:



**If you wish to terminate the licence for your garage or garage plot, you will need to complete a separate notice form.**

## Section 4 - About the home

Please tell us about the home.

**4a** What is the main heating type?

Gas:                  Electric:                  Solid fuel:

**4b** How many steps to the front door (not including communal stairs)?

**4c** How many steps to the rear / side door (not including communal stairs)?

**4d** Does the home have a wet room / level access shower?

Yes:                  No:



If yes, which floor is it on?

Ground / lower floor:

First floor:

Second floor:

**4e** Does the home have a step in shower cubicle?

Yes:                  No:



If yes, which floor is it on?

Ground / lower floor:

First floor:

Second floor:

4f

Does the home have any adaptation equipment?  
For example, stair lift, through floor lift, ceiling hoist.

Yes:

No:



If yes, please tell us what the equipment is:

4g

Does the home have car parking with boundary?

Yes:

No:

I don't know:

**The following three questions (4h, 4i, and 4j) only need to be answered if the home is a house, not an apartment or similar.**

4h

Does the house have a ground / lower floor bathroom?

Yes:

No:

4i

Does the house have a second living / dining room?

Yes:

No:

4j

Does the house have a ground / lower floor bedroom?

Yes:

No:

## Section 5 - Gas, electricity, and viewings

Please provide the following details about your gas and electricity supply.

**5a** If the home has gas, the name of the company supplying gas to the home:

**5b** The name of the company supplying electricity to the home:

Before you give us the keys to the home, can we visit to:

**5c** Check the electrics and service the gas?

Yes:                  No:

If yes, on which dates could we visit?:

**5d** Check the property to see if it would suit a new customer?

Yes:                  No:

**5e** Would you let a perspective tenant visit the home?

Yes:                  No:



### Important

**You may be charged if the property, including the garden and outhouses, are not left clean, tidy and in a good state of repair or if Vico Homes has to dispose of any furniture and belongings you leave there.**

## Section 6 - Advertising

We will take a photo and advertise your property during the notice period unless you have valid reasons why we should not do this. Please state reasons why we should not do so:

6a

## Section 7 - Declaration

**Please print the form and sign this section.**

7a

### Declaration

I / we\* agree that vacant possession of the above property must be provided when the tenancy ends.

I / we\* agree that Vico Homes can dispose of anything left at the property after the tenancy ends or when I / we\* hand my keys in, whichever is the sooner, and that I / we\* may be charged for this. I / we\* understand that where only one joint tenant signs this form they are ending the tenancy on behalf of all joint tenants.

We will now start the transfer of the gas and electricity supply to our supplier. You will stay with your current supplier until you hand in your keys. If we allow you to withdraw or extend your 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 your supplier by giving 28 days notice if you wish.

Signed by:

Date:

1

1

2

2

## Where to take the completed form

Please make sure that you have completed all the questions, printed the form and signed Section 7. The completed form can be photographed or scanned and emailed to us ([contact@vicohomes.co.uk](mailto:contact@vicohomes.co.uk)) or given to us at one of our Hubs:

Vico Homes Hub - Wakefield  
2 Bull Ring  
Wakefield  
WF1 1HA

Vico Homes Hub - Pontefract  
1 Horsefair  
Pontefract  
WF8 1PE

## Data Protection

Vico Homes is a registered charitable Community Benefit Society that provides social housing and social support services. Vico Homes 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.

Address:

Information Governance Team  
Vico Homes  
Merefield House  
Whistler Drive  
Castleford  
WF10 5HX

Email:

[informationgovernance@vicohomes.co.uk](mailto:informationgovernance@vicohomes.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:

[www.vicohomes.co.uk/accessibility-privacy-and-cookies](http://www.vicohomes.co.uk/accessibility-privacy-and-cookies)

Vico Homes 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 our privacy policy can be found on our website:

[www.vicohomes.co.uk/accessibility-privacy-and-cookies](http://www.vicohomes.co.uk/accessibility-privacy-and-cookies)

If you'd like a copy we can email it to you.



**Struggling to read this information?** Let us know if you would like this document in another format, size or language. Please call us on 0345 8 507 507 or email [contact@vicohomes.co.uk](mailto:contact@vicohomes.co.uk)