

## Notice to end a tenancy: Third party notice

This form is for when a 'third party' (someone else acting for a tenant) is ending a tenancy because the tenant is unable to do so themselves. If the tenant can manage this themselves **do not** use this form, they should fill in and sign the form '**Notice to end your tenancy**' (VH0087) instead.

To protect the tenant(s), we will only accept a third party notice to end the tenancy in special situations (for example if the tenant has died).

Please make sure you answer all the necessary questions and give us as much detail as possible.

### Important

This form must be printed, and you need to have signed Section 11 (page 10) 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 12).

## Section 1 - Tenant's details

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

1

2

3

**1b** Tenancy address:

## Section 2 - Your details (third party)

**2a** Your full name:

**2b** Your address:

**2c** Your **home** phone number:

**2d** Your **mobile** phone number:

**2e** Your **work** phone number:

**2f** Your **email address**:

**2g** Your relationship to the tenant:

**2h** Why are you asking to end the tenancy?



If the tenant has died, please complete **Section 3**. If not, please go to **Section 4**.

## Section 3 - Deceased tenant

(If you are **not** filling out this form because the tenant has died, go to **Section 4** instead.)



You will need to provide us with a copy of the deceased's death certificate before the tenancy can be ended.

If the deceased received Housing Benefit, it will be cancelled from the Monday following their death. If the deceased received Universal Credit, the individual acting on the deceased's behalf should contact Universal Credit directly.

**3a** Date of death:

**3b** Is a solicitor dealing with the deceased's affairs?

Yes:

No:



If yes, please give their details:

Solicitor's name:

Solicitor's address:

**Please tell us if any of the following apply to the current situation:**

**3c** I will arrange for payment of outstanding rent for the property up to the termination of the tenancy.

Yes:

No:

**3d** There is no money remaining in the deceased's estate. Therefore, I cannot make any payment to Vico Homes following their death.

Yes:

No:

**3e** The deceased was in receipt of means tested benefits and leaves no estate.

Yes:

No:



If you filled out **Section 3**, do not fill in Sections 4, 5, and 6. Go to **Section 7**.

## Section 4 - Reason for moving

4a

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

Please tick **only one** box:

Buying their 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>	

**4b**

Please tick **only one** of the boxes below to tell us the type of accommodation they 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 5 - Tenant's new home

**5a**

The tenant's new address:

**5b**

When did the tenant move?

**5c**

Can the tenant manage their own affairs?

Yes:

No:

## Section 6 - Confirmation of change of needs

We may need to confirm that the tenancy needs to end.

6a

Is there someone professionally involved with the tenant (such as a social worker, doctor, solicitor) who can confirm that the tenant no longer needs their tenancy?

Yes:

No:



If yes, please give their details:

Type of profession / their job:

Professional's name:

Professional's office / work address:

## Section 7 - Garages

7a

Does / did the tenant hold an active licence for a garage / garage plot?

Yes:

No:



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

## Section 8 - About the home

Please tell us about the home.

**8a** What is the main heating type?

Gas:                  Electric:                  Solid fuel:

**8b** How many steps to the front door (not including communal stairs)?

**8c** How many steps to the rear / side door (not including communal stairs)?

**8d** 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:

**8e** 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:

**8f** 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:

**8g** 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.**

**8h** Does the house have a ground / lower floor bathroom?

Yes:

No:

**8i** Does the house have a second living / dining room?

Yes:

No:

**8j** Does the house have a ground / lower floor bedroom?

Yes:

No:



## Section 9 - Visiting the home and advertising

9a

Would it be possible for us to visit the home to check to check it, before the keys are given to us?

Yes:

No:



If yes, on which dates could we visit?:

9b

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

## Section 10 - Tenancy end date

You should give at least four weeks' notice to end a tenancy. Tenancies end on a Monday.

10a

The tenancy will end on Monday:

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

Once we have carried out any checks needed, we may be able to end the tenancy before the four weeks' notice is up. The tenancy cannot end until all the keys have been handed in. If you do this before noon on a Monday, the tenancy may be ended as soon as possible. If you hand them in after 12 noon on a Monday, the tenancy will end no sooner than the following Monday.

## Section 11 - Declaration

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

**11a** We will now start the transfer of the gas and electricity supply to our supplier. The supplier will not change until you hand in your keys.

If we allow you to withdraw or extend the 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 the supplier by giving 28 days notice if you wish.

I am authorised to act on the tenant(s) behalf and I agree that Vico Homes may make any necessary checks to verify any of the details I have given on this form.

I agree that Vico Homes can dispose of anything left at the property, including garden and outhouses, after the tenancy ends or when I hand the keys in, whichever is the sooner, and a charge may be made, including for any cleaning.

Signed by (third party):

Date:

Witnessed by:

**for Vico Homes**

### For office use only

Actual date tenancy terminated:	
Reason for termination:	
Tenure moving to:	
Documents seen:	
Date third party told of revised termination date (if applicable):	
Appointment for electrician:	
Appointment for property inspection:	
Is the tenant's representative willing for prospective tenants to view the property?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

## Where to take the completed form

Please make sure that you have completed all the questions, printed the form and signed Section 11. 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)