

Ending my Tenancy or Licence

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| Todays Date: | |
| Full Name(s) of Customers | |
| Address: | |
| Contact Details: | |
| Forwarding address: | |
| Reason for Leaving | |

I give Bromford notice that I am terminating my tenancy and giving up possession of the above property on the next day that is both

- (1) at least (28 days- if your tenancy is weekly or 1 calendar month if your tenancy is monthly) after the day Bromford receive this notice. AND
- (2) the last day of a complete period of my tenancy (if you have a monthly tenancy this can be either the last day or the first day of the month, or if you have a weekly tenancy this is a Sunday)

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| The actual date I will be leaving is: | |
|--|--|

I agree that Bromford may dispose of any items left in the premises and that I may be charged for the cost of disposal.

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| SIGNED CUSTOMER: |
| SIGNED JOINT CUSTOMER*: |

***if you have a Fixed Term tenancy – all joint customers must sign this notice.**

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| <p>Bromford Housing Group Ltd, which includes Bromford Housing Association Ltd and Bromford Home Ownership Ltd (trading as Bromford and Bromford Homes), will keep your personal information secure and confidential. We collect this information (and may share some or all of it with third parties) as part of:</p> <ul style="list-style-type: none"> - Providing, and where necessary improving, services to all our customers: housing & neighbourhood management services; home ownership products & services; support services - As well as, where appropriate: preventing and detecting crime, fraud and unpaid debts; providing help with debt management and benefit entitlement; providing employment, training advice and opportunities; promoting equal opportunities and fair treatment. <p>If you provide us with personal information relating to members of your family or your associates we will assume you do so with their knowledge and consent to the collecting and processing of the information. It is important that you tell us of any changes to your personal information as and when they happen so we can keep your details up to date. At any point in our process, you are entitled to request copies of information held about you. For more information on how we use and share your information please see our Privacy Notice which is on our website. However, if you would like a written copy of this please contact Customer Services.</p> |
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Leaving your current home - Energy supplier form

When leaving your home there is some important information we will need to capture regarding your electric and gas meters and your current energy supplier.

This information will help ensure that you are not incorrectly charged by your supplier for any electricity or gas you have not used.

It will also help us ensure the property is ready for the next customer who moves in.

Information required regarding your current supplier and meters

| | Gas Meter | Electric Meter |
|---|--|--|
| The current energy supplier to the property? | | |
| Type of meter in the property (Please select one) If you are unsure, please refer to the guide on page 2 or contact your current energy supplier | <input type="checkbox"/> Smart meter (pre-payment) <input type="checkbox"/> Prepayment meter (uses key/card) <input type="checkbox"/> Billing meter (smart or otherwise) | <input type="checkbox"/> Smart meter (pre-payment) <input type="checkbox"/> Prepayment meter (uses key/card) <input type="checkbox"/> Billing meter (smart or otherwise) |
| If a prepayment smart meter, please provide the <u>meter top up</u> code(s)? If you are unsure where to find these, please contact your current energy supplier | | |
| Have you informed your current supplier that you are leaving the property and that Bromford are taking over responsibility? This will help ensure that you do not receive a bill for any electricity or gas you have not used | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| For prepayment meters, where will you leave meter key and or card be left For example, in a kitchen draw or key safe | | |

Please also remember to clear any meter debt before you leave the property

This will help ensure you are not billed for any gas or electricity that you have not used

Thank you for your help