

SURRENDER OF TENANCY

TO	Housing Officer North & East Housing Association, 3 Kirkfield Cottages, Clonsilla Road, Dublin 15
From	Name Address

I/we hereby give 4 weeks' notice to terminate the tenancy at:

Property address

On ____/____/____ (give date of expiry of notice – i.e. date your tenancy will end)

I/we undertake to clean and clear the property, to give vacant possession, and to return property in good and tenable condition together with all of the keys to you, the Landlord, by

By ____/____/____ date no later than date of expiry of this notice.

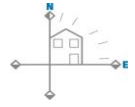
I/We agree to give access to a member of North & East Housing Association's staff to carry out a full inspection of my/our home prior to expiry of this notice.

I/we have or will pay all rent due up to the expiration of this notice.

If I/we do not hand in the keys by the date of surrender, I/we undertake to reimburse you for the cost incurred in changing all existing locks at the surrender property. I/We understand that I/We may also be charged rent if the keys are not received by the date your tenancy terminates. I/We further understand that North & East Housing Association will recharge me/us for the cost of cleaning/clearing any items left behind inside the property or in the garden and will dispose of all goods left behind as soon as the property is void.

Signature – Tenant	Signature – Joint Tenant
Date:	Date:

Additional Information



Forwarding address	
Contact Telephone Number(s)	
Email address (if any)	
Reason for leaving the property	
Is there anything North & East could have done to change your mind about moving out?	
Electricity Supplier	
Standard Meter or Pre-Paid	
Any outstanding electricity debt	
Gas Supplier	
Standard Meter or Pre-Paid	
Any outstanding gas debt	

Please return this form to 3 Kirkfield Cottages, Clonsilla Road, Dublin 15