

Moving Out

I wish to move out of the apartment, after being here for a minimum of 10 months.

The tenancy agreement you signed is for a minimum term of 12 months from the day you moved in, if you have been in the apartment for over ten months then you simply fill out the 2 month notice letter below drop it in post or drop it in to our office and we'll deal with everything going forward.

2 months written notice is the minimum term but we will always work with you to accommodate any leaving requirements that may be requested sooner than 2 months.

I wish to move out of the apartment, but have been here for less than 10 months.

Although you have a minimum 12 month contract we realise that circumstances change and you may need to move before the 12 months is up. In this case we will always look to help. Usually if agreed this involves you paying to advertise the property usually around £35.00 we carry out viewings and find a new tenant and once the new tenant moves in you surrender your current contract without any penalties and no further responsibilities for the apartment going forward. A full list of Default fees can be found on our covrent.co.uk website.

But we would always recommend speaking to us first as we will always try to help.

We have a joint contract and one person named on the contract want to move out and the other one wants to stay either as a sole tenant or with a new joint tenant.

As the contract is held in joint names you are jointly and individually responsible for the contract. When one person submits their 2 month notice after the fixed term expires, this forces an end to the contract for **all tenants** on the contract.

The remaining tenant(s) have the following options:-

1. Submit their own 2 month notice to end the tenancy.
2. Have a new contract raised solely in their own name.
3. Find a new tenant to replace the other tenant and have a new contract raised as joint tenants. The new tenant would need to apply using the application process.

We are always here to help and we will always work with you to find the best solution going forward, we usually have people who are waiting to move in. A solution to almost any previous situation we have encountered has been found.

What happens on the day I move out?

When you moved *in* you would have inspected the apartment when doing the key transfer marking any issues etc, we use this form as the basis of the leaving inspection.

We agree a time to meet and together go around the apartment making sure it is as per when you moved in, with it being empty of all personal belongings, cooker professionally cleaned (if supplied) and the apartment with no damage and ready for the next person to move in.

We next take all the final utility meter readings and you hand over all security fobs and keys for the apartment. The checklist we use is also downloadable from the covrent.co.uk website if you wanted to do your own checks before your move out date.

If you think there are any issues e.g. damage or stains etc, please let us know before hand as again we may be able to help you with this before the inspection.

Once all completed any deposit paid is paid back by cheque or bank transfer as you prefer.

Do you have a Notice letter template?

Yes, please find one below, but you can use your own if you prefer. Any text in **red** will need to be deleted and completed with your own details.

The letter needs to be dated on the day it is delivered to us.

The 2 months' notice date should be 2 calendar months from the date the letter is submitted.

Once completed, please print this out sign it and post the original to our offices either by royal mail signed delivery or by hand. Once received we will confirm we have received it by e-mail.

Shopstuff Ltd

Unit 60a
Kirby Road
Earlsdon
Coventry
Cv5 6HN

We also have this Notice template in word format, please e-mail admin@covrent.co.uk to request this format.

Tenant's Notice to End the Tenancy

Shopstuff Ltd
Unit 60a
Kirby Road
Earlsdon
Coventry
CV5 6HN

Day/Month/Year (delivery date of letter)

Dear Shopstuff Ltd

I hereby give notice to terminate my tenancy at address of your rented property, **address line 2, town, county, postcode.**

I am hereby sending Shopstuff Ltd an advanced notice of 2 months from the date above notice, in accordance with my rental agreement.

The last day of my tenancy will be the **Day/Month/Year (In Full)**. I request the right to be present during inspection of the premises for damages. To the best of my knowledge the current state of the property matches the initial inventory and description when I entered into the rental agreement with you on the **Day/Month/Year (In Full)**.

I shall advise Shopstuff Ltd of my forwarding address when this has been confirmed **or insert if known.**

Pursuant to the terms of my rental agreement, please return my security deposit within 14 days of the last day of my tenancy agreement on the **day/month/year.**

Thank you.

Your signature

Print name capitals

Your Current Rental Address