

# Sanctuary

ADDENBROOKES

## NOTICE OF INTENTION TO VACATE ACCOMMODATION

When you are giving up your tenancy you have a legal obligation to give at least one calendar months notice that you are leaving your accommodation. Please complete all sections of the form.

I hereby give notice of my intention to vacate my accommodation

<b>Name</b>	
<b>Current Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Current Method of Rent Payment</b>	Direct Debit/Card Payment/Other(please specify)
<b>Departure Date</b>	
<b>Forwarding Address</b>	
<b>Postcode</b>	

Please ensure that you notify all appropriate persons of your new address as we are unable to forward any mail to you. All mail received will be returned to sender. Please note that Royal Mail operate a redirection mail forwarding service which can be assessed via their website.

<b>Reason for leaving:</b> (Please select most appropriate option)	Buying Property	
End of Placement/Temp job/Course	Relocating/Moving Job	
Moving to other Sanctuary Addenbrookes Accommodation	Moving to other rented accommodation in the area	
If moving to other rented accommodation please can you advise why you are moving from our accommodation:		

**I understand that I will surrender my tenancy on the day I vacate in accordance with the terms of my Tenancy Agreement, remove all belongings & return keys. I understand that any items left in the property will be disposed off. I understand I shall be responsible for all rent charges until all keys for the property are returned to Grantchester House Reception.**

Signed: (Tenant)..... Date notice given:.....