## **Robson official Notice Form**

(notice will only be accepted on this form only )



Surename Sur		
Address no	Tenant Name	Tenant Name
Address no		
Postcode  I (We) Hereby give notice to leave the above property on  To end our tenancy we must give at least 1 month & a days notice (written) before the last day of the contract.  Or if the contract has rolled over then we must give 1 month & a days notice from the next rent date.  Otherwise we will be liable to paying rent to either:  The end of the contract or  For another months rent, whichever is the greater.  We/I am moving to  Address  no.  Postcode  to inform the utilities of my final readings & new address.  If you have changed utility suppliers please inform us here;	Surename	Surename
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Gas supplier Tel no	if you have changed utility suppliers please inform us here;	
	Gas supplier	Tel no
Floatrio cumplios	Electric cumplior	Tol no
Electric supplier Tel no	Electric supplier	ICI IIU
	Dear Tenant,	
Thank you for informing us of your intention to move out of your property, assuming the correct notice period has	Thank you for informing us of your intention to move out of your been given, we shall note your leaving date.	property , assuming the correct notice period has

**Keys**; Please hand back both full sets of keys on your final day. Failure to do so will result in extra charges. **Return of Deposit**; providing the property & gardens are left in a clean and tidy condition with no damages a full return of the deposit should be expected generally within 2 weeks. Please ensure we have your forwarding address for payment.

We would make deductions for the following and some others not listed: Damage to the property Any rubbish or possessions left or food left in fridges etc. An unclean house, carpets, kitchen, bathroom, bedrooms. Gardens should be left clean and tidy and free off rubbish.

We charge £20 (plus vat) per hour for cleaning & garden work & decorating plus materials. All other work at £40 (plus vat) per hour plus materials.

Robson Estates Management

Printed full name	Signed:	Date:
Mobile		
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