

Termination of lock-up

Section 1 Lock-up details

Lock-up details	
Lock-up address	
Postcode	
Lock-up position	
Rent payment ref.	

Section 2 Tenant details

Tenant details	
Full name	
Reason for ending the lock-up tenancy	
Date tenant intends to vacate the lock-up (dd/mm/yyyy)	

Section 3

Contact details

Contact details	
Home address	
Postcode	
Home phone number	
Mobile phone number	
Work phone number	
Email address	

Next of kin / family member contact details	
Name	
Address	
Postcode	
Telephone number 1	
Telephone number 2	
Key-holder if different from above	

Section 4
Rent and financial liability

Access arrangements

Housing officer inspection date (dd/mm/yyyy)	
Time	

Tenant rental liability

Current balance		
Final balance		
Confirmation letter issued to tenant	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Copy attached)
Has tenant confirmed that balance will be cleared by date of leaving	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, has an arrangement for repayment been made	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, has arrangement been recorded via iWorld	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no arrangement has been made please detail reasons below		

Section 4

Rent and financial liability (continued)

Tenant other financial liability – outstanding sums			
Current tenancy (if applicable)	£	Chargeable repairs	£
(if debt outstanding – detail address here)		(if debt outstanding – detail address here)	
UPRN (Property Ref. No.)	▲ ▲ ▲ ▲ ▲ ▲	UPRN (Property Ref. No.)	▲ ▲ ▲ ▲ ▲ ▲
Court costs	£	Former tenant a/c's	£
(if debt outstanding – detail address here)		(if debt outstanding – detail address here)	
UPRN (Property Ref. No.)	▲ ▲ ▲ ▲ ▲ ▲	UPRN (Property Ref. No.)	▲ ▲ ▲ ▲ ▲ ▲
Confirmation letter issued to tenant	<input type="checkbox"/> Yes <input type="checkbox"/> No		(Copy attached)
Has tenant confirmed that balance will be cleared by date of leaving?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, has an arrangement for repayment been made?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has arrangement been recorded via iWorld?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no arrangement has been made please detail reasons below			

Section 4

Rent and financial liability (continued)

Tenant other financial liability – outstanding sums

I hereby give notice that I give up the lease of this lock-up garage.

All outstanding rent and any other monies owed will be paid to the due date (notwithstanding any arrangement made to repay arrears).

I will remove all personal belongings and leave the property in a clean and tidy condition.

I understand that a charge will be levied to clear out any personal belongings or repair any fixtures or fittings damaged by me, or any member of my household.

I will contact the housing officer for my property prior to moving to advise the exact date and time that I will be moving out.

I will return to keys to the office no later than _____

Signed (tenants(s))	
Signed (partner)	
Witnessed by	
Date (dd/mm/yyyy)	

Office use only

Lock-up details

Lock-up UPRN	
Date notice received (dd/mm/yyyy)	
Location received	

iWorld updated

Void processed (dd/mm/yyyy)	
Housing officer name	

Would you like more information?



Scotland's largest social landlord, with almost 43,000 affordable homes in Glasgow.

Call us on **0800 479 7979**.

You can email us at **talk@wheatleyhomes-glasgow.com** or you can visit online at **www.wheatleyhomes-glasgow.com**



With more than 10,200 homes across Dumfries and Galloway.

Call us on **0800 011 3447**.

You can email us at **talk@wheatleyhomes-south.com** or you can visit online at **www.wheatleyhomes-south.com**



With more than 6400 affordable homes in Edinburgh, the Lothians and Fife.

Call us on **0800 561 0088**.

You can email us at **talk@wheatleyhomes-east.com** or you can visit online at **www.wheatleyhomes-east.com**



With more than 2500 affordable homes in the central belt.

Call us on **0800 952 9292**.

You can email us at **talk@lorettoha.co.uk** or you can visit online at **www.lorettoha.co.uk**

Would you like more information?

English

We can produce information on request in other formats, including large print, Braille and audio.

It is also available in other languages. If you need information in any of these formats, you can request this by:

- Calling our Customer First Centre on 0800 479 7979
- Emailing info@wheatley-group.com
- Webchat through your online account
- Contacting your Housing Officer.

Portugese

Mediante solicitação, podemos produzir informações noutros formatos, incluindo letras grandes, Braille e áudio.

Também estão disponíveis noutros idiomas. Se necessitar de informações em qualquer um destes formatos, pode solicitá-las do seguinte modo:

- Contactar o nosso Centro de Atendimento ao Cliente através do número 0800 479 7979
- Enviar um e-mail para: info@wheatley-group.com;
- Webchat através da sua conta online;
- Contactar o seu Responsável pela Habitação Officer.

Polish

Na życzenie możemy przygotować informacje w innych formatach, w tym dużą czcionką, alfabetem Braille'a i audio.

Informacje dostępne są także w innych językach. Jeśli potrzebujesz informacji w którymkolwiek z tych formatów, możesz o to poprosić:

- Zadzwoń do naszego Centrum Obsługi Klienta pod numer 0800 479 7979
- E-mail: info@wheatley-group.com
- Czat internetowy za pośrednictwem Twojego konta online;
- Skontaktuj się ze swoim urzędnikiem ds. mieszkaniowych.

DARI

اگر درخواست کنید ما می توانیم در فورمت های دیگری معلومات را تولید کنیم، شمول پرینت کلان، بریل و فورمت صوتی.

معلومات به لسان های دیگر نیز قابل دستیابی است. اگر به معلومات در هر یک از این فورمت ها ضرورت دارید، می توانید از طریق ذیل درخواست کنید:

- با ما به نمبر تلفون مرکز اول مشتری ما Customer First Centre به تماس شوید 0800 479 7979
- ایمیل به info@wheatley-group.com روان کنید
- ویب چت از طریق حساب آنلاین شما
- با مامور مسکن خود به تماس شوید

URDU

ہم درخواست پر دیگر صورتوں میں معلومات مہیا کر سکتے ہیں، جس میں بڑے حروف، بریل اور آڈیو شامل ہیں۔

یہ دوسری زبانوں میں بھی دستیاب ہے۔ اگر آپ کو ان میں سے کسی صورت میں بھی معلومات درکار ہوں تو آپ درج ذیل کے ذریعے درخواست کر سکتے ہیں:

- ہمارے کسٹمر فرسٹ سینٹر کو 0800 479 7979 پر کال کر کے؛
- info@wheatley-group.com پر ای میل کر کے؛
- آپ کے آن لائن اکاؤنٹ کے ذریعے ویب چیٹ کر کے؛
- اپنے ہاؤسنگ آفیسر سے رابطہ کر کے

ARABIC

يمكننا إنتاج معلومات عند الطلب بتنسيقات أخرى، بما في ذلك الطباعة الكبيرة وبطريقة برايل والصوت.

وهو متوفر أيضًا بلغات أخرى. إذا كنت بحاجة إلى معلومات بأي من هذه التنسيقات، يمكنك طلب ذلك عن طريق:

- الاتصال بمركز خدمة العملاء أولاً على الرقم 08004797979؛
- إرسال بريد إلكتروني إلى info@wheatley-group.com؛
- الردشة عبر الإنترنت من خلال حسابك على الإنترنت.
- الاتصال بمسؤول الإسكان الخاص بك