

VACATING YOUR HOME



ANDIUM
HOMES

VOID DECLARATION FORM

Tenant Name

Address of Property Being Returned

Date/...../..... **Date agreed to hand back property**/...../.....

Please Tick: Transferring within Andium Homes <input type="checkbox"/>	Moving into Private Sector <input type="checkbox"/>
Moving into Trust <input type="checkbox"/>	Returning the keys on behalf of someone <input type="checkbox"/>

Declaration:-

I of

Confirm that the above address has been cleared of personal effects and has been left in a clean and tidy condition. I have returned all keys and active parking permits that relate to the above property. I acknowledge that Andium Homes will not accept responsibility for any possessions left in my former home or communal bin areas and may dispose of the same at its absolute discretion, the costs of which will be re-charged to me, the tenant. **Please note that if you fail to hand back your keys on the agreed date you may be liable for extra weeks rent on your former home.**

Keys	No. Of Keys	Keys	No. Of Keys
Communal Door		Shed/Store	
House/Flat Door		Meter Cupboard	
Back Door		Internal Keys	
Letter Box		Other	
Key/Swipe Returned		HIMS Updated	

Signed Date/...../.....

Telephone Number Forwarding Address

.....

FOR OFFICIAL USE ONLY			
Keys received by Date/...../..... Rent account number			
Balance		Direct debit	
Saffron Void Date		7 Day Letter Sent	
Void register		Permits Cancelled	

The information contained in this document is subject to, The Data Protection (Jersey) Law (2018). The information is collected for the purpose of processing a newly void property and any unauthorised use or disclosure is strictly prohibited.