

**Notification of being absent from your tenancy for more than 28 days**

**1. Tenants’ details**

|  |  |
| --- | --- |
| Sole Tenant |  |
| Joint Tenant |  |
| Tenancy Address |  |
| Tenant mobile number |  |
| Tenant email address |  |

**2. Where you are going**

|  |  |
| --- | --- |
| Whereabouts are you going? |  |
| How long do you intend to be gone (if you are away longer than this you should inform us) |  |
| How will you pay your rent? |  |
| Will anyone be living at the property in your absence? Please provide details |  |
| Please leave contact details for anyone staying at the property during your absence |  |

**3. Important note**

If you are receiving Housing Benefit this is not likely to be paid for more than 28 days absence from the property; you are still liable for the rent if this happens and failure to pay your rent may result in you losing your tenancy. If you fall into rent arrears then you may lose your tenancy.

|  |  |  |
| --- | --- | --- |
|  |  | Date |
| Sole Tenant's signature |  |  |
| Joint Tenant's signature |  |  |