

## HANDING IN NOTICE LETTER

Sender's Name: \_\_\_\_\_  
Sender's Address: \_\_\_\_\_  
Recipient's Name: \_\_\_\_\_  
Recipient's Address: \_\_\_\_\_

**Subject:**

Handing In Notice under Lease Agreement

Dear Sir/Madam, This letter serves as formal notice of the handing in of the property at the address indicated above, pursuant to the terms and conditions set out in the applicable Lease Agreement. The purpose of this notice is to inform you that the tenant is surrendering possession of the leased premises and intends to vacate accordingly.

**1. Premises Details:**

Address of Premises: \_\_\_\_\_  
Lease Agreement Reference Number: \_\_\_\_\_

**2. Surrender of Possession:**

The tenant hereby surrenders possession of the premises to the landlord. The tenant shall ensure the property is left in a clean and tenantable condition, subject to reasonable wear and tear. All keys, access devices, and any other property belonging to the landlord shall be returned to the landlord or their agent on or before the date possession is handed over.

**3. Rent and Other Charges:**

The tenant confirms that all rent payments due under the Lease Agreement up to and including the date possession is handed over have been paid in full. Any outstanding amounts, including but not limited to service charges, utilities, and other costs as specified in the Lease Agreement remain payable until possession is effectively surrendered.

**4. Condition of Premises and Inspection:**

The tenant shall facilitate a final inspection of the premises by the landlord or their representative within a reasonable timeframe prior to or on the date possession is handed over. Any damage to the premises, beyond reasonable wear and tear, shall be reported and may be subject to deductions from any security deposit held pursuant to the Lease Agreement.

**5. Tenant's Forwarding Address:**

Address for correspondence after surrender of possession: \_\_\_\_\_

**6. Legal Effect:**

This Handing In Notice is given pursuant to and subject to the terms of the Lease Agreement and is intended to satisfy

any contractual or statutory notice requirements. This notice does not affect any rights or liabilities of the parties arising under the Lease Agreement or applicable law, including but not limited to obligations relating to repairs, indemnities, or liabilities incurred prior to the date possession is surrendered.

**7. Governing Law:**

This notice and the Lease Agreement shall be governed by and construed in accordance with the laws of England and Wales.

**8. Signatures:**

Tenant's Signature: \_\_\_\_\_

Landlord's Signature: \_\_\_\_\_

**TENANT'S SIGNATURE**

**LANDLORD'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://docstemplates-uk.com/handing-in-notice-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.