

# Tenancy Termination Form



Please complete this form if you wish to let us know that you intend to terminate a City Council Tenancy

## Section 1

<b>Tenant/s Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone No</b>	

I / we hereby give **FOUR WEEKS\*** written notice to terminate the tenancy of the above property on:

Sunday

and agree to return all keys and fobs to the property and any outbuildings to you by 12:00 noon, the next day:

Monday

**\*Only 2 weeks' notice is required on the death of a tenant.**

**Note: 1) If you want to end your tenancy, you must give us at least 4 weeks' notice in writing and the 4 weeks' notice must end on Sunday. For example, if notice is received on a Wednesday, the notice must commence from the following Monday, ending 4 weeks later on the Sunday. If keys are not returned on time you may be liable for further rent charges until the keys are received. 2) If you are completing this form in behalf of a tenant who has gone into Residential Home you must be an appointed executor or an administrator. Written confirmation of circumstances will also have to be provided by the Residential Home or Adult Social Care Services.**

**IF YOU ARE ACTING ON BEHALF OF THE TENANT BECAUSE THEY HAVE DIED PLEASE GO TO SECTION 7.**

## Section 2

<b>Forwarding Address</b>	
<b>Post Code</b>	
<b>Contact Tel Number</b>	
<b>Email Address</b>	

## Section 3 (Please tick one box from column A and one box from column B)

Column A – Why are you moving?	Tick	Column B – Where are you moving too?	Tick
Didn't Like the Neighbourhood		Lodging with family & friends	
Moving due to anti-social behaviour in the area *		Moving in with partner	
Neighbourhood nuisance problems*		Another Council property (transfer)	
To be nearer to family and friends		Housing association accommodation	
Poor condition of the property		Privately rented accommodation	
Poor local facilities		Purchased own property	
To avoid eviction or enforcement action		Residential Home	
Property is too large/small (delete as appropriate)		Other – Please state	
Unable to afford to live at the property			
Relationship breakdown/new relationship			
Going to Prison			

**\*If you are moving because of anti-social behaviour or neighbourhood nuisance problems a member of the Housing Management Team will contact you to discuss your concerns.**

## Section 4 – About your home

Are any adaptations installed in the property?	Stairlift	Level Access shower	Ramps	Handrails	Other (please state)
Do you rent a Council garage? Please give address if applicable.	YES/NO				
Do you wish to terminate your garage tenancy?	YES/NO				

## Section 5

We will need to complete an inspection of the property before you leave. Please advise of your preferred day and if you require an AM or PM appointment in the box below so we can arrange the inspection at time convenient to you.

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## Section 6 – IMPORTANT

I understand and agree that:

- By signing this termination form I am asking the Council to terminate the tenancy. If I have a joint tenancy I understand that by terminating my interest in the tenancy I am asking the Council to end the whole of the tenancy. (Please seek independent legal advice if you are unsure)
- All outstanding charges to the Council must be paid before my tenancy ends
- **I will be charged if the Council have to remove any items of furniture, personal effects or rubbish left in the property, garden or outbuildings at the time of expiry of this notice and after the surrender of the keys**
- Should I decide to surrender the keys to my tenancy before this notice period ends I understand I am liable for the rent for the full notice period. I give permission for the Council and their contractor Unitas to enter the property and commence any necessary repairs.

<b>Signed</b>		<b>Date</b>	
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## Section 7

**THIS NEXT SECTION ONLY NEEDS TO BE COMPLETED IF YOU ARE NOT THE TENANT OF THE PROPERTY BUT ARE ACTING ON BEHALF OF THE TENANT BECAUSE THEY HAVE DIED.**

- If you are the next of kin or executor terminating the tenancy on the death of a tenant then you will need to provide a copy of the death certificate.
- As next of Kin or executor of the late tenant's estate you agree to all the points in Section 6 of this form and understand that any settlement of outstanding debts owed to the Council will be recovered from the estate of the deceased.
- **Please provide the following details:**

<b>Your Name</b>			
<b>Your Address</b>			
<b>Contact Tel Number</b>			
<b>E-mail Address</b>			
<b>Relationship to tenant</b>		<b>Date of death</b>	

Please return this form to an advisor within a Local Centre or other designated City Council Customer Access points. If you are unsure of what to do or require any assistance please do not hesitate to contact the team at one of the Local Centres or call 01782 234234.