

Housing Services Notice to end a tenancy

You must complete all sections of this notice. Please be aware that this notice is a legally binding document. Failure to sign this notice will mean it is invalid, the tenancy will not end and weekly rent charges will continue to be due.

You are required to place a tick in the appropriate box below:

☐

I am the tenant of the property

☐

I hold Power of Attorney for the tenant of the above address (documentary proof required)

☐

I am the Executor of the Estate of the deceased tenant for above address (documentary proof required)

How to end your tenancy

Joint tenants please note that this notice will end the tenancy even if only one tenant signs it.

You can end a tenancy by giving us four weeks' written notice (ending on a Monday at 12 midday) or by paying us four weeks' rent.

If you need more time to move we may agree to this, as long as you pay the rent up to the date you leave.

If you are the next of kin or a close relative or executor of the estate of a tenant who has died, you do not need to give us four weeks' notice. We will end the tenancy when the keys are handed back to us. You must go on paying rent up to this date. If Housing Benefit is payable, we will stop this from the Sunday after the tenant died, and we will then charge full rent until the keys are returned.

If you are ending your tenancy because you have been offered another property from the Housing Register, please be aware you do not need to give us four weeks' notice.

Name of Tenant: _____

Address of tenancy being ended: _____

Date when you wish to end your tenancy (you must give us four weeks' notice beginning after the date we receive this form – starting and ending on a Monday at noon – or pay us four weeks' rent instead):

Do you have a garage, outhouse or shed on the same site as your property? Yes

☐

No

☐

If yes, please tell us which of these you have: _____

Do you rent a council-owned garage separately?

Yes

☐

No

☐

If yes, do you wish to end the tenancy of this as well?

Yes

☐

No

☐

If yes, please tell us the address and number of the garage that you rent from us: _____

Returning the keys

At the end of the tenancy all occupants must leave.

Please return the keys to your property (and garage if you have one) to the address at the end of this form by **midday** on the Monday at the end of the notice period. If you do not, we will charge you an extra week's rent.

Intended date of leaving: _____

Reason for leaving: _____

If you do not return the keys to us, we may charge for replacing them or changing the lock (or both).

Repair, redecoration, cleanliness and clearance

When you move out of your home, you must leave it empty, clean and in a good state of repair. This could include:

- Floor coverings
- Window coverings
- Appliances
- Non-standard fixtures and fittings in the internal and external of the home
- Sheds, pergolas, decking and other structures
- Garden fixtures / ornaments
- Personal items stored in the loft

If any repairs are needed that we are responsible for, please report them to us before you leave and make sure you do any repairs that are your responsibility.

We will charge you for the removal of any items that have not been agreed with Tendring District Council, repairs we have to do because of your misuse or neglect of the property, or as a result of any unsatisfactory alterations you have made.

Further details can be found in your tenancy agreement or please refer to the recharge policy

Are any repairs needed that the Council should know about?	Yes	
	No	

If yes, please list them here: _____

Have you had any pets at the property?	Yes	
	No	

If yes, please tell us what pets you have had: _____

Please give details of any hazards (such as contaminated material, dressings, syringes, dangerous chemicals, rusty wire, broken glass) that may be found at the property: _____

You should leave your home empty, clean and clear. Any loft space, garden, garage, shed, or other outbuilding or land allocated to you must also be clean and clear of your belongings. We will charge you if we have to remove any of your belongings or rubbish from the property.

Safety of gas and electricity

Please remember that if you intend to take any of your own gas appliances with you, these must be removed by a Gas Safe registered (formally CORGI) gas engineer and the gas supply must be properly capped off.

If you are taking any electrical appliances that are normally connected to the mains, such as an electric cooker, please get a NICEIC-registered or similar qualified electrician to remove them so that all wires are left safe.

Remember: gas and electricity can cause death – let the experts deal with them.

Gas, electricity, telephone, water and your personal post

Have your meters read to make sure you don't pay for gas, electricity or water used by the next tenant.

Please give the name of the company who provides each of the following services for this property:

Gas	
Electricity	

Telephone

Remember to have the telephone disconnected or the number transferred to your new address.
Please also ask the post office to redirect your post to your new address.
Please turn off the water at the main stopcock.

In accordance with the (Data Protection) Act 1998 Landlords have the right to pass a forwarding address to a utility company in certain circumstances and having made the tenant aware of the possible disclosure.

Rent and housing benefit

Please make sure you pay all the rent that is due by the end of the notice period. If you do not or cannot pay your rent, please contact our Rent Accounts section on 01255 686464.

If you are moving to another rented property and wish to claim housing benefit, make sure that you complete a new application form before you start your new tenancy.

Your contact details

If you are the tenant please give your forwarding address

Your daytime phone number and email address _____

If you are an Executor or hold Power of Attorney please give your name, address and contact details

Your signature

The information you provide on this form will be held in accordance with the Data Protection Act 1998. We must protect the public funds we handle so we use the information you have provided on this form to prevent and detect fraud and to ensure the health and safety of people entering the property. We may also share this information with utility companies and other organisations that handle public money.

I have read and understand my responsibilities in connection with ending the tenancy on this property.

Are you the tenant of this property?

Yes

☐

No

☐

If you are the tenant's representative, please give your relationship (such as executor of the estate, next of kin):

Your signature as the tenant(s). Your representative can only sign this form if they are dealing with your estate:

1. _____

Please print your name: _____

2. _____

Please print your name: _____

Date: _____

**Please return this form to: Housing Allocations
Operational & Environmental
Tendring District Council
88-90 Pier Avenue
Clacton on Sea
Essex CO15 1TN**