

TENANT’S NOTICE OF TENANCY TERMINATION

Please complete this form fully and delete those parts that do not apply

Main tenant’s name	
Joint tenant’s name (if applicable)	
Property address	

I/We hereby give four weeks’ notice to terminate my/our tenancy of the above address.
 I/We will give Charnwood Borough Council vacant possession of the property.
 I/We agree to return all keys to it, including sheds and other outbuildings by the date below:

The date you give below must be a **Monday**. If you are sending this notice on any day other day than a Monday (i.e. Tuesday onwards) the date you put below must be the following Monday.

Date of start of notice (Monday)	
Date when this notice expires (This date must be on a Sunday and at least four weeks after the notice start date)	

YOU MUST RETURN ALL THE KEYS BY MIDDAY ON THE MONDAY FOLLOWING THE NOTICE END-DATE. IF YOU DO NOT RETURN THE KEYS BY THEN, WE WILL CONTINUE TO CHARGE YOU RENT.

What is your **main** reason for leaving? Please tick one box only

Moving to a bigger property <input type="checkbox"/>	Moving to a smaller property <input type="checkbox"/>
Financial reasons <input type="checkbox"/>	Buying a property <input type="checkbox"/>
Moving closer to work <input type="checkbox"/>	Moving closer to school / education <input type="checkbox"/>
Moving closer to partner <input type="checkbox"/>	Moving closer to relatives or friends <input type="checkbox"/>
Moving in with partner <input type="checkbox"/>	Moving in with relatives or friends <input type="checkbox"/>
Relationship breakdown <input type="checkbox"/>	Domestic abuse <input type="checkbox"/>
Neighbour problems <input type="checkbox"/>	Violence / harassment <input type="checkbox"/>
Death of sole tenant <input type="checkbox"/>	

Forwarding address and contact details:

Main tenant’s forwarding address	
Contact address (If different from forwarding address)	
Contact phone number	

Contact e-mail address	
Joint tenant's forwarding address (if applicable or different)	
Contact address (if different from forwarding address)	
Contact phone number	
Contact e-mail address	

Type of accommodation I am/we are moving to (please tick one box only):

Private rented	<input type="checkbox"/>	Another council	<input type="checkbox"/>
Buying a property	<input type="checkbox"/>	Housing association /similar provider	<input type="checkbox"/>
Friends/Family	<input type="checkbox"/>	Residential care / supported living	<input type="checkbox"/>
Moving in with partner	<input type="checkbox"/>	N/a: Death of sole tenant	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

I/We confirm that I/we have read and understood the information contained in it. **I/We understand that once I/we sign this form I am / we are bound by it.**

Signed by the main tenant	
Date	
Signed by the joint tenant (if applicable).	
Date	

Please note - if this is a joint tenancy and only one of the tenants is terminating the council will notify the joint tenant that the tenancy has been terminated.

Please list any adaptations in the property (e.g. stairlifts; ramps; lowered units etc	
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To be completed if the tenant is incapacitated and unable to complete this form himself/herself:

Name	
Contact address	
Contact telephone number	

Contact e-mail address		
Relationship to tenant		
Authority to act on behalf of the tenant (Please attach a copy of the authority document)	Power of attorney	<input type="checkbox"/>
	Court order	<input type="checkbox"/>
Declaration	I confirm that I have the legal authority to terminate this tenancy on behalf of the tenant	<input type="checkbox"/>
	I have read and understood this termination form	<input type="checkbox"/>
Signature		

We must carry out an inspection of your property **before** you leave. Please indicate below when you will be available (tick as many boxes as you can).

When we carry out this inspection we will notify you if you need to carry out any repairs or replacements before you move out. **If you do not carry these out we will recharge you for the cost of the work.**

Times	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
8 am – 1 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 am – 2 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Midday – 4 pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us below if you have any special requirements, for example, dates to avoid; ring before appointment etc:

Termination of tenancy: important advice and information

You must read the following information before you terminate your tenancy:

It is a condition of your tenancy to give **four weeks' written notice** that you are terminating your tenancy. However, we **may** (but are not obliged to) end the tenancy sooner if:

- you are transferring to another Charnwood Borough Council property;
- you are transferring your tenancy to a registered provider such as a housing association.

The termination form must be completed by the tenant(s) unless someone else has the legal power to terminate it on behalf of the tenant(s).

We may agree to waive part of your four-week notice period if we are able to re-let your property before that period expires (whole weeks only).

You should continue to pay your rent until your tenancy ends. If you are late handing in your keys. **Rent will continue to be charged on the property until the Sunday after the keys are handed in.**

Housing benefit/universal credit is normally only payable on one property. If you have any concerns please speak to the housing benefit section on 0845 6091258 or the DWP on 0800 328-5644.

You must return the keys to your home to the customer services team at the council offices on Southfield Road, Loughborough by **12 noon** on the Monday after the end date shown on your termination form.

We will give you a receipt for your keys, which you should keep for your future reference as this is your proof that the keys have been returned.

You must give vacant possession to us: this means that no-one - including pets - must be left in the property when you hand the keys in to the council.

We will **recharge** you if you have caused wilful damage to council property, either through deliberate action or neglect or if you have carried out alterations without first getting written permission from the council.

You must ensure any repairs or replacements are carried out before you leave the property; otherwise we will re-charge you for the cost of putting things right.

Before leaving the property you must make sure it is clean and tidy. Remove all belongings from your home (including the loft area), garden and outbuildings and arrange for any unwanted items and rubbish to be taken away.

At the discretion of Charnwood Borough Council some items such as carpets may be left at the property if they are in a good condition. This will be agreed by the inspector at the pre-termination inspection.

We will **recharge** you for the removal of any rubbish or other items left inside or outside the property.

SOFA may be able to collect and make use of furniture in good condition for households in need throughout the borough of Charnwood. This organisation can be contacted on 01509 262557

Remember to turn off the water supply at the stop tap. This is often to be found under your kitchen sink.

Remember to turn off the electricity at the fuse box.

You should make arrangements to have the gas & electricity meters read by your supplier. It is a good idea to take a final meter reading yourself when you leave and to keep it safe in case there are any queries with the final bill. Pre-payment meters should be left debt-free including non-usage of emergency credit. If you are removing any gas appliances e.g. cooker or fire, it is essential that the supply is properly capped off by a Gas Safe-registered tradesperson. If you are removing an electric cooker this should be carried out by a qualified electrician as most electric cookers are now wired in. We will arrange for the supply at your property to be transferred to our preferred supplier at the anticipated tenancy end date. It is important, therefore, that you advise us of any delays in returning your keys.

The council will not be able to forward your post to you after you have left the property. You can contact the Post Office to ask for your post to be re-directed.

Remember to notify everyone that needs to know about your change of address.

This might include:

- Council tax (03456 091258)
- DWP or other benefit offices including housing benefit
- Water, gas and electricity suppliers
- Banks / building societies / credit card companies
- Insurance companies
- TV licensing, cable, satellite, broadband & telephone companies
- Doctor, dentist, optician, hospital
- Children's schools
- Newspaper / magazine subscriptions
- Delivery companies

If you apply to join Charnwood Borough Council's housing register in the future and you have any unpaid rent arrears, service charge arrears or recharge debts for your tenancy this could affect your application.

Applicants who have a history of serious and persistent rent arrears will not normally be permitted to join the housing register.

Applicants who owe a housing-related debt of £250 or more who are accepted onto the housing register will not normally be permitted to bid for properties or be considered for an offer of accommodation until they have adhered to a repayment plan for the debt for at least twelve consecutive weeks (or three consecutive months).