

## Notice of Termination of Tenancy

Please complete as fully as possible and delete where applicable

Name of tenant: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of joint tenant: \_\_\_\_\_ DOB: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Address of Garage:  
(where relevant)

I/We hereby give four weeks Notice to Terminate my/our secure/introductory tenancy of the above property.

**Date of Commencement of Notice:** \_\_\_\_\_  
(Must be a Monday: if notice is received mid week then start from following Monday)

I/We will give Ashfield District Council vacant possession of the property on

**Date of Expiry of Notice:** \_\_\_\_\_  
(Must be no less than four weeks later and must end on a Sunday).

I/we accept that at midnight the tenancy will come to an end and this will be the tenancy termination date.

### KEYS

I/We agree to return all keys to the property and outbuildings/garages by the following date;

**Date keys due to be returned:** \_\_\_\_\_ noon **Number of property keys:** \_\_\_\_\_  
(Day after expiry of notice)

**Date keys actually returned:** \_\_\_\_\_ **Door entry keys:** \_\_\_\_\_

I/we understand that if we return the keys to the property before the termination of tenancy date Ashfield District Council (ADC) reserves the right to enter the property to carry out repair and maintenance works and/or install security screening. I/we may access the property during this period, (with ADC permission) which ADC will not unreasonably withhold.

I/we understand that rent will be charged until the tenancy termination date.

# Declaration

I/we understand and agree that the property must be left clear of all rubbish, furniture and other contents. I/we agree that any items left in the property can be disposed of forthwith by ADC. If I/we leave any rubbish or other items at the property I/we agree to be recharged for the cost of its removal.

I/We have been provided with a copy of this Notice and I/we have understood the information contained in it.

**Forwarding address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Telephone** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**If only one joint tenant signing please state reasons:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## To be completed where tenant deceased or incapacitated

**Name:** \_\_\_\_\_ **Relationship to tenant:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact telephone number/mobile/e-mail:** \_\_\_\_\_

**Power of Attorney/relevant court order/Death certificate:** \_\_\_\_\_  
(please attach copy probate/power of attorney or other relevant documents)

**Signature of next of kin:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# For office use only

<b>Details of any disabled persons adaptations at this address:</b> For example: ramp, lowered units, stair lift etc:			
<b>Inspection needed</b>	Yes	No	<b>Date of inspection:</b> _____
<b>Property details</b>			
No of bedrooms:	_____		
Type of property:	_____		
Downstairs w.c:	Yes / No		
Upstairs w.c:	Yes / No		
No of downstairs reception rooms (not including the kitchen)	_____		
Type of heating:	_____		
<b>Details of Gas Supplier:</b>	_____		
<b>Details of Electricity Supplier:</b>	_____		
<b>Name and Signature of Housing Management Advisor/Administration Officer:</b>			
<b>Name:</b>	_____	<b>Signed:</b>	_____

## Important Advice and Information

Before you leave the property, remember to turn the water supply off at the stop tap (often located under the kitchen sink).

Turn off the electricity and the gas. It is a good idea to take meter readings yourself as well as contacting the gas/electricity supplier for the meter to be read.

If you are removing any appliances e.g. cooker or fire, it is essential that the supply is properly capped off by a Gas Safe registered tradesperson.

## The Notice of Termination of Tenancy

It is a condition of your tenancy to provide **4 weeks written notice** that you are terminating your tenancy. The exceptions to this are:

- Tenants transferring to another Ashfield District Council home.
- On the death of the tenant.
- Tenants nominated by Ashfield District Council to a Housing Association property.
- Tenants moving into a nursing home on a permanent basis.

## Leave your property in a good condition

It is important that you leave the property in a good condition and clear from rubbish.

Ashfield District Council will recharge any tenant who has caused wilful damage to a Council property or who has carried out alterations without first obtaining written permission. Please make sure that any problems are put right before you leave.

If you have large or bulky items to dispose of before you move, Ashfield District Council may be able to help. Some items can be collected free of charge and for other items a small fee is payable. Please contact them on Tel: - **01623 457 857**.

## Advise the Housing Benefit and Council Tax Benefit Department

Please ensure you advise Ashfield District Council's Housing Benefit and Council Tax Departments of your decision to move out. They will need to know when you are moving and where you are moving to. Please contact them on Tel—**01623 450000**

Housing Benefit ceases on the death of the person who was receiving it, but rent will continue to be charged to the tenant's estate, up until the keys are handed in. The Housing Benefit Department will be able to advise you further about benefit entitlement.

## Returning the keys to your property

The keys to your property must be returned to one Ashfield District Council's Property Shops by **12 noon** on the Monday date shown on the termination form. If keys are not returned on the agreed date, a 24 hour notice to quit may be served and the locks will be changed. You may be recharged the cost of changing the locks.

Ashfield District Council will not accept responsibility for any items left in the property after the tenancy termination date.

## Re-applying for social housing

You are eligible to re-apply for an Ashfield District Council property but it is important to note that under the Homefinder Lettings Policy applicants who owe rent or a recharge debt from a previous