

TENANT'S NOTICE OF TERMINATION TO TENANCY



Hull

City Council

To: Hull City Council
Guildhall
Alfred Gelder Street
Hull
Hu1 2AA

TENANT'S NOTICE OF TERMINATION OF TENANCY

Name of tenant(s).....

Address:

.....Postcode

Please accept **4 weeks** notice of termination on the single/joint tenancy at the above premises on Monday;

*I/We also have the tenancy of a garage

Address

*I/we wish to keep/terminate

*I/we understand that this notice will end the single/joint tenancy of this property, and the council may take legal action to obtain possession of the property should *I/we not leave.

The council will require my*partner/joint tenant or any other person left in occupation of the property to leave.

*I/we agree to leave the property in a clean and tidy condition and empty all rooms and cupboards.

*I/we understand that any items left in the property will be treated as abandoned and that *I/we will have to pay for the cost of removal and disposal of these items.

*delete as applicable

The reason(s) for terminating the tenancy are:

.....

.....
Forwarding address:.....
.....

..... Postcode:.....

Contact number:.....

Signature(s):.....
.....

Date:.....

You should make sure that the rent account is clear by the Friday of the week the tenancy ends. This also applies to the garage rent.

You must ensure **ALL** keys for the property are handed in to any estate office or customer service centre **NO LATER** than 12 noon on the Monday the tenancy is due to terminate. Failure to do so will result in additional rent and service charges (where appropriate) being made.

Number of keys to be returned:	House Keys		Shed Keys		Garage Keys		Pac Keys	
	Communal Keys		All keys must be handed in or you will be charged for lock changes					

A Council Officer will be visiting the property to do a final inspection before the tenancy ends. This visit is intended to help you avoid any extra costs on removal.

	YES	NO
Any item of rubbish left in the property that has not been previously reported to the Council?		

If reported, please write the customer service centre reference number here	
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Once you have given the Council notice it cannot be withdrawn. If you wish to discuss your Notice of Termination once it has been given please contact your Local Housing Team on 300 300.

Homesearch

As you have informed the council that you are ending your tenancy at this address, your property will be advertised for letting.

This means that your property will be advertised before your tenancy ends and you return the keys to the Council. This will allow the Council to let the property at the earliest opportunity.

Would you agree to a housing officer carrying out accompanied viewings in your home before you leave, to allow use to let your property more quickly?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Your Neighbourhood Housing Officer will be visiting your property on:

Date: Time

Your keys must be returned by Monday

Your rent account must be clear by Friday

If your keys are late you will be liable for extra rent

Please remember to leave your wheelie bin in your property

Please remember to ring 300 300 to have any items removed and keep a note of the reference number as proof of this to avoid charges for this service.

This document can be made available in other formats (large print, audio, computer disk, British Sign Language and Braille as appropriate) and different community languages.

Please telephone (01482) 300 300
Textphone users please telephone 300 349