



# Termination of Tenancy by Tenant

Please complete as fully as possible and delete where applicable

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

Name of joint tenant: \_\_\_\_\_ DOB: \_\_\_\_\_  
(If joint)

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 address. I/We will give Ashfield District Council vacant possession of the property and agree to return all keys to the property and any outbuildings/garages by the date below.

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

Date of Expiry of Notice: \_\_\_\_\_  
(Must be no less than four weeks later and must end on a Sunday or Monday). At midnight this is the date my tenancy will come to an end.

## KEYS

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

Date keys actually returned: \_\_\_\_\_

Number of property keys: \_\_\_\_\_

Door entry keys: \_\_\_\_\_

I/We have been given a copy of this Notice along with a Termination Information sheet and have understood the information contained in it.

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

Contact Telephone/mobile/e-mail: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

**Details of any disabled persons adaptations at this address:** For example: ramp, lowered units, stair lift etc:

**Inspection needed**      Yes      No      **Date of inspection:** \_\_\_\_\_

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

**Details of Gas Supplier:** \_\_\_\_\_

**Details of Electricity Supplier:** \_\_\_\_\_

**To be completed where tenant deceased or incapacitated**

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

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

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

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

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

**Name and Signature of Housing Management Advisor/Home Choice Advisor:**

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

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**£140 to remove rubbish**

**£45 to renew kitchen door**

**£45 to patch hole in wall**

**£30 to renew light fitting**



- It costs money to put things right.
- The costs of a recharge soon stack up.
- We will charge you for damage, clearing furniture & rubbish and alterations done without permission.
- It pays to leave your property in good condition – see notes attached.



# Termination of Tenancy – Important Advice & Information

Here is some important advice and information, which you must read before you hand your keys in. It is important that you leave your property in a good condition.

Use the checklist below to make sure that you have remembered everything:



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

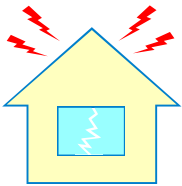
- Tenants transferring to another Ashfield District Council home.
- On the death of the tenant.
- Tenants nominated by Ashfield Homes to a Housing Association property.
- Tenants moving into a nursing home on a permanent basis.



Rent will be charged on the property until the keys are handed in.

Housing Benefit is normally only payable on one property – if you have any concerns please speak to the Council's Housing Benefits Section on 01623 450000.

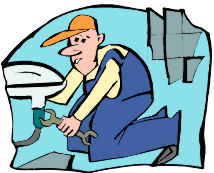
Housing Benefit ceases on the death of the person who was receiving it, but rent will continue to be charged up until the keys are handed in.



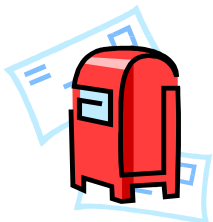
Vacant possession must be given to Ashfield Homes, this means that no-one must be left in the property when the keys are handed in.



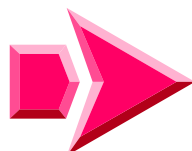
The keys to your home must be returned to one of Ashfield Homes Property Shops by **12 p.m.** on the Monday date shown on the termination form. If keys are not returned on the agreed date, a 24 hour notice to quit may be served and the locks will be changed. Ashfield Homes Limited will not accept responsibility for any items left in the property after the termination date.



Ashfield Homes, will **recharge** any tenant who has caused wilful damage to a Council property or who has carried out alterations without getting written permission first – so make sure that any problems are put right before you leave.



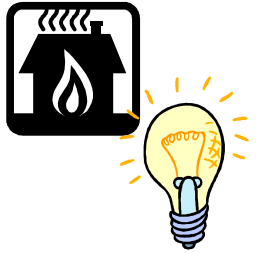
Please make sure that you contact the Post Office about having your mail re-directed. Ashfield Homes will not normally be able to forward mail to you after you have left.



**P.T.O.**



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



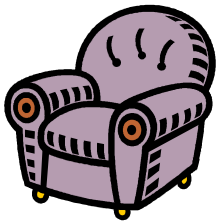
Turn off the electricity and the gas. It is a good idea to take a meter reading yourself as well as contacting the gas/electricity supplier for the meter to be read.

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



It is a good idea to make a list to ensure that you notify everyone that needs to know about your change of address. This might include:

- Benefits Agency
- Bank
- Insurance Company
- Rental companies



Ashfield Furniture Project may be able to collect and make good use of furniture in good condition for needy households, tel: 01623 753192.

For Hucknall contact, the Hucknall Furniture Project, tel: 0115 9680420.



The property must be left clear of all rubbish, furniture and other contents. Ashfield District Council can collect certain bulky household items. Some items can be collected free of charge and for other items a fee is payable. Please contact 01623 457857 for details. If rubbish or other items are left you will be recharged for their removal.



If you decide to re-apply for an Ashfield District Council property in the future it is important to note that under current Lettings Policy applicants will not normally be made an offer where you owe rent or a recharge debt from a previous address.

Also, for those who abandon their property a penalty is normally imposed for a 3 year period. During this time no waiting time points are awarded and no offers of accommodation will be made.

Please make sure that you read the above notes fully and leave your home in good condition.