



Notice to terminate a tenancy

Complete this form **four weeks** before you want to end your tenancy and hand it in at your local Neighbourhood Housing Office or Customer Services point. If you are terminating the tenancy following the death of a tenant we may be able to take a shorter notice period (please see below).

Think carefully before terminating your tenancy. Social Housing is very hard to get and any decision you take about your current tenancy could influence your future housing prospects

Further information is available here; <https://www.leicester.gov.uk/your-community/housing/apply-for-housing/guidance-and-faqs/faqs-about-applying/>

After you have given your notice you will not be able to withdraw it.

To stop renting parking spaces or garages contact the Tenants Advice and Repairs Service on 0116 454 1007.

1. Tenancy details

Full name(s) of tenant(s)

Address

Telephone number

Tenancy Reference Number

Is this a Joint Tenancy? Yes No

If yes, are both tenants leaving? Yes No

2. Deceased tenant

If you are informing us that the tenant has passed away please provide your

Name

Address

Your relationship to the tenant

Are you named as executor in the will?

Yes No

If you are the next of kin please provide details of your name and address or those of another next of kin.

Name

Address

Tel. No.

3. Information about the Termination

I / We hereby give a notice of four weeks to terminate the tenancy at the above address. I /we understand that the notice will be effective from the earliest Monday, which is ____/____/____ and the tenancy will end on ____/____/____ (Sunday).

If you are notifying us of a deceased tenant you can give shorter notice.

My / our reason for terminating the tenancy;

I / we will give Leicester City Council vacant possession and return all keys to the property, (including doors, windows, outbuildings and security tags) no later than 10:00am on ____/____/____ (when tenancy ends on the final Monday).

My / our forwarding address is

I understand that:

- All items of furniture, carpets, other goods, belongings and rubbish from the property will be removed by the tenancy end date
- I / We give Leicester City Council permission to remove and dispose of any items that we have left in the property
- If costs are incurred by Leicester City Council for removing and disposing of these items and / or rubbish we will be billed for any related costs

4. Other items rented from Leicester City Council (Targeted rents)

Which of these items do you rent? (tick relevant box)

Cooker

Fire

Alarm

5. If you have an alarm please provide your security code here

6. Please provide the following details about your gas and electricity

	Gas	Electricity
Supplier's name	<input type="text"/>	<input type="text"/>
Meter readings	<input type="text"/>	<input type="text"/>

7. If you are notifying us of a deceased tenant please understand rent will be payable by the estate until the notice expires. You are not liable for the rent unless you are the executor of the estate.

8. I / We have received a copy of this notice and understand our responsibilities and what action Leicester City Council will take if we do not comply with these.

Signed

Date

Signed

Date



Important information When you leave your property

When you decide you want to end your tenancy here are some important things you need to consider.

1. Four week notice

The notice will be effective from the first Monday after it is received by Leicester City Council. Example:

- Notice is received on Monday - tenancy will end four weeks after that date.
- Notice is received after a Monday - tenancy will end four weeks after the following Monday.

2. Other persons

Ensure there are no persons left living in the property.

3. Pets

Ensure all pets are taken with you or re-housed.

4. Clearing the property

Remove all furniture, carpets, other goods, belongings and rubbish from the property before you leave. If Leicester City Council has to remove anything that has been left behind you will be charged for the cost of removal.

5. Returning your keys

Return all keys for the property by 10:00 am on the final Monday after the tenancy has ended. These include keys for doors, windows, outbuildings and security tags.

If, we do not receive the keys on that date by 10:00am the locks to the property will be changed and you will be charged for this work. The charge may include cost of any damage caused by having to force entry and any other associated costs such as extra weekly rent for the property until Leicester City Council obtains vacant possession.

6. Repairs or alterations made to the property

If you have made any unauthorised repairs or alterations to the property you must put them right before you leave. We will inform you what you have to do to put them right. If you have not done this we will put undertake the appropriate work before the next tenant moves in and charge you for the cost.

7. Fixtures and fittings

Leave these clean, in good condition and in working order.

8. Utilities

Leave final electric and gas meter readings with your local Neighbourhood Housing Office.

9. Forwarding address

Ensure you leave a forwarding address and also have your mail redirected. Leicester City Council will not accept responsibility for mail addressed to you that is delivered after you have moved out.

10. Deceased tenants

We will need to a copy of the deceased tenant's death certificate to end the tenancy.

For more information

Contact the Tenants Advice and Repairs Service on 0116 454 1007 or visit your local Neighbourhood Housing Office.

You can also visit the Leicester City Council website