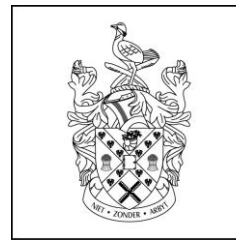


Notice to terminate my tenancy



**South
Cambridgeshire**
District Council

This form is for use when you wish to end your tenancy with South Cambridgeshire District Council.

It must be provided a minimum of 4 (*four*) weeks prior to the date that you would like to end your tenancy on. This date must be a Sunday and you must return your keys to our office in Cambourne before 12pm (*midday*) on the following day (*the Monday*). For example, if you want your tenancy to terminate on Sunday the 25th, then you must return your keys by midday on Monday the 26th.

You should consider your decision carefully and seek legal advice where necessary, as by signing and submitting this form you are confirming that you wish to end your tenancy.

You must pay your rent in full before you leave. You must not leave anybody else living in the property when you move out. You must leave the property, the fixtures and fittings and any furnishings we have provided in a reasonable condition when you leave.

1. Your information

Tenant's Name		Joint Tenant's Name (if applicable)	
Tenancy address			
Mobile number		E-mail address	
New address			

2. Deceased Tenant

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

Name		Relationship to tenant	
Your address			
Contact number		Are you named as executor in the will?	

E-mail address

We will need a copy of the death certificate in order to end the tenancy.

3. Information about the notice

I / We hereby provide four weeks notice to terminate the tenancy at the above address, my/our reason for terminating the tenancy _____.

I / We confirm that we will return our keys to the property no later than 12pm on Monday ____/____/____.

4. Pre-termination visit

I / We understand that we must book a pre-termination visit with the Voids Housing Officer on 01954 713269 and adhere to the agreed conditions to be set out in our pre-termination meeting with our Housing Services Officer (HSO).

I / We understand that:

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

5. Other items rented from South Cambridgeshire District Council

Does your property have any rented whitegoods? **Yes / No**

Do you have a life line alarm? **Yes / No**

Do you rent a garage which you would also like to terminate? **Yes / No**

6. Gas, electric & water:

It is in your interest to ensure that you have made all the arrangements to have your gas/electric meters read on the day you leave the property.

You should inform your utilities suppliers that you are moving out and provide a forwarding address.

Electric supplier: _____

Gas supplier: _____

If either of these are prepayment meters can you please leave the key/card and ensure the meter is in credit.

Water supplier: _____

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. Housing Benefit payments stop on date of death. Where possible the notice period for deceased tenants will be shorter than 4 weeks.

8. Declaration

If you are a joint tenant please ensure that both of you sign the box below.

Tenant's Name		Signature	
Joint Tenant's Name <i>(if applicable)</i>		Signature	

Please return this completed form to South Cambridgeshire District Council, if you have any questions please feel free to contact us on 03450 450 051 or through our website (www.scambs.gov.uk).

Please ensure that all fields have been filled in, as any forms that are incomplete will have to be returned to the sender; please be aware that this could delay your notice period.