

# **NOTICE OF TERMINATION OF TENANCY**

## **NOTICE TO LEAVE PROPERTY**

To end a tenancy you must give at least 4 weeks written notice. You can if you wish give more than 4 weeks notice.

I / We (*tenant name*):

hereby give 4 weeks notice to terminate the tenancy at (*please provide full address*):

Ending on Sunday (*full date*):  Current Tel No:

## **GARAGE (if applicable)**

I currently rent garage (*please give address*):

I would also like to give notice to terminate this garage on Sunday:

OR

I would like to continue renting this garage, and understand that as I am no longer a tenant of a North Kesteven District Council property, VAT will be added to the weekly rent for this garage.

## **SIGNATURES** (*Tenant/Executor/Power of Attorney*)

Signed:  Dated:

Signed:  Dated:

## **UTILITIES**

You are responsible for informing the appropriate suppliers of services such as gas, electric, water, telephone, etc of the date you intend to move out of the above property and of any relevant meters readings. To assist any future tenants of this property please give the name of suppliers for the following services:

Water Supplier:

Electricity Supplier:

Gas Supplier:

Please provide the full address of where you are moving to **OR** in the case of the death of the tenant please provide name and contact details of next of kin.

### END OF TENANCY INCENTIVE SCHEME

Please read the enclosed leaflet and indicate if you would like to take part in this scheme

YES

NO

If yes, the Voids Officer will carry out an end of tenancy inspection during the first week of your notice period, please give your contact telephone number so we can contact you to arrange this. **As part of the scheme, you must agree to meet with us.**

Even if you do not want to take part in the scheme, we expect the property / garden to be left as detailed in the Leaving Your Home Leaflet. You will be recharged for any costs incurred in clearing and disposing of your possessions or rubbish and for any remedial work carried out as a result of negligence or wilful damage.

To help us improve our services please provide the following information:

#### New Property

- |                               |                          |
|-------------------------------|--------------------------|
| Housing Association           | <input type="checkbox"/> |
| Other Council                 | <input type="checkbox"/> |
| Private Rented                | <input type="checkbox"/> |
| Joining another household     | <input type="checkbox"/> |
| Employment with accommodation | <input type="checkbox"/> |
| Buying own home               | <input type="checkbox"/> |
| Nursing Home                  | <input type="checkbox"/> |
| Other ( <i>please state</i> ) | <input type="checkbox"/> |

#### Reason for moving

- |                               |                          |
|-------------------------------|--------------------------|
| Poor Facilities               | <input type="checkbox"/> |
| Family Reasons                | <input type="checkbox"/> |
| Medical Reasons               | <input type="checkbox"/> |
| Don't like area               | <input type="checkbox"/> |
| Don't like property           | <input type="checkbox"/> |
| Relationship Breakdown        | <input type="checkbox"/> |
| Death (Notified by Executor)  | <input type="checkbox"/> |
| Other ( <i>please state</i> ) | <input type="checkbox"/> |

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#### **NOTE:**

Joint Tenancies - A notice to quit given by one tenant will end the tenancy for all joint tenants.

**WHEN COMPLETED PLEASE RETURN THIS FORM TO:  
Housing and Property Services, North Kesteven District Council,  
District Council Offices, Kesteven Street, Sleaford, Lincs, NG34 7EF.**