

Ending a Tenancy



How do I end my tenancy?

To end your tenancy, you must give us 4 weeks' notice. You must then provide us with a "notice of tenancy termination" in writing. Your notice period will not start until we have confirmation in writing. This must be via the notice of tenancy termination form, the link to the form is on the website.

Joint tenants

If you are joint tenants, any one of you can end the tenancy. We do not have to allow the other joint tenant to stay in the home if they would be more suitable for another house. Your tenancy would not be ended without good reason.

Withdrawing your notice

Your tenancy ends on a Sunday and you must return all keys on the Monday following before noon. You can withdraw your notice before the tenancy end date, this must be in writing. We may have already advertised your property on our CBL system. Any offers made on your property will be withdrawn.

Leaving a property

We will complete a pre-termination visit where we will agree your termination date. We will also make sure there is a signed notice of termination form complete. We will talk to you about your rent account and what you need to do before leaving the property.

When you leave the property, you should leave it in a clean and tidy condition. You must empty the property including carpets, we will charge you if we have to remove

any items. You can find out more information via our “belongings left in a Council property” form.

Before you leave take meter readings and tell your energy supplier. Turn the water off at the stopcock and make sure all windows and doors are locked.

When rent will be charged until

Rent will be charged up to and including the Sunday following the return of your keys. We need your front and back door keys, window keys, any shed keys, keys for shared gates, and any fobs. If we have to change the locks because you have not returned your keys/fobs we will charge you for this.

You can hand all keys in to customer services at the Town Hall. Please label all keys with the property address, and separate and label any garage keys.

We may still charge you rent if you give us back the keys before you four weeks' notice ends. We will offer you a partial rebate if the property is re-let and you have paid up until the end of your notice.