



DARLINGTON
Borough Council

Housing & Revenue Division
Town Hall, Darlington DL1 5QT
DX 69280 Darlington 6
web site: <http://www.darlington.gov.uk>

**NOTICE OF TENANCY TERMINATION
(4 WEEKS NOTICE REQUIRED EXCEPT THOSE MARKED *)**

Name(s):			
Address inc. postcode:			
Telephone:		Email:	

I hereby give you notice to terminate my tenancy on Sunday .
I accept that my tenancy will legally end on that date and the Council will be allowed to take possession of the property. If I need to extend or retract my notice, I will put this in writing to you at the above address. I will hand in the keys at the Town Hall Letterbox location at the Town Hall on .

Termination Reason

Transfer*	Live in with family/friends	Relationship Breakdown	Purchases Property
Deceased*	Moving out of area	Ascension	Residential Care
Mutual Exchange*	Housing Association	Private Rented	Affordability
Prison	Other: Please state		

Name of Landlord:			
Forwarding Address inc. postcode:			
Pre-termination home visit appointment:			
Do you rent a garage from us Y/N	Please state address:		
Gas Supplier:	Electric Supplier:		
Do you have any pets Y/N			

Deceased – contact details of relative/friend/solicitor

Housing Benefit will cease on the first Sunday after the date of death			
Name:			
Address inc postcode:			
Phone Number:		Email Address:	

Condition of property-I understand that I will be recharged for the cost of any repairs caused by damage, neglect and unauthorised alteration, as well as the cost of clearing and cleaning the property of any contents left in the property, outhouse and garden. I am aware any items left will be disposed of and costs will be charged to me. Darlington Borough Council has the discretion as to what constitutes as rubbish, what needs to be stored or donated to charity.

Returning keys-I understand that if I fail to return all keys for the property by the expected termination date, I will be charged for any costs incurred by Darlington Borough Council in regaining possession of the property, including the cost of replacing all locks. I will also be charged all legal costs if Darlington Borough Council has to apply to the County Court to legally regain possession of the property.

Tenant(s) Signature:

Print Name(s) :

Officers Signature :

Print Name :

Date :