

Notice of Tenancy Termination

(4 weeks’ notice required except those marked \*)

# HOUSING SERVICES

**Town Hall, Darlington, DL1 5QT**

**Tel: 01325 405333**

THE COUNCIL OF THE BOROUGH OF DARLINGTON

(Please print full name)

(Please print full address)

Telephone Number:

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 his in writing to you at the above address. I will hand in the keys at the Town Hall on

Termination Reason

**Transfer\* Relationship breakdown**

**Live in with family/friends** **Ascension**

**Deceased\* Private rented**

**Mutual Exchange\* Affordability**

**Prison Residential care**

**Moving out of area Purchased property**

**Housing Association Other: please state below**

Name of landlord:

Forwarding address inc.

postcode:

Pre-termination home visit appointment:

Do you rent a garage from us?:

Gas supplier:

Electric supplier:

Do you have any pets?:

Deceased – contact details of relative/friend/solicitor

Housing Benefit will cease on the first Sunday after the date of death

Name:

Forwarding address inc.

postcode:

Telephone Number:

Email:

**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.

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| --- | --- | --- |
| Tenant’s full name | Tenant’s signature | Date |
|  |  |  |

Tenant’s full name Tenant’s signature Date

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Officer’s full name | Officer’s signature | Date |
|  |  |  |