

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

NAME(S): .....

ADDRESS: .....

POSTCODE: ..... PHONE NO: .....

EMAIL ADDRESS: .....

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 to Customer Services, Town Hall on .....

**TERMINATION REASON**

Transfer*	Live in with family/friends	Relationship breakdown	Purchase property
Deceased*	Moving out of area	Absconsion	Residential care
Mutual exchange*	Housing Association	Private Rented	Affordability
Prison	Other		

Name of New Landlord			
Forwarding Address			
Pre-termination visit appointment			
Do you rent a garage from DBC? If yes please provide address and advise if you would like to continue the tenancy)	YES <input type="radio"/> NO <input type="radio"/>		
Gas Supplier		Electric Supplier	
Do you have pets?	YES <input type="radio"/> NO <input type="radio"/>		

Deceased-contact details of relative/friend/solicitor- Housing Benefit with cease on the first Sunday after the date of death	
Name	
Address	
Phone No	
Email Address	

**Condition of property**-I understand that I will be recharged for the cost of any repairs caused by damage, neglect and unauthorised alterations, as well as the cost of clearing and cleaning the property of any contents left in the property, outhouses and garden.

**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 the Council in regaining possession of the property, including the cost of replacing all locks. I will also be charged all legal costs if the Council has to apply to County court to legally regain possession of the property.

Tenant(s) Signature: ..... Print Name: .....

Officers Signature: ..... Print Name: .....

Date: .....