



Lettings Team, Health and Housing  
 The Deane House, Belvedere Road,  
 Taunton, Somerset TA1 1HE  
 Telephone: 01823 356334

### Tenancy Termination Form

Tenants' name	
Property address	
Telephone number	
Garage address (if applicable)	
Shed number/location (if applicable)	

I am writing to inform you that I wish to terminate the tenancy of the above address.

I understand I must give 4 weeks' notice which is calculated from the next available Monday after this form is received by the Lettings Team in accordance with Tenancy Condition 1.2. Please note 2 weeks' notice may be accepted if the tenant has moved to a residential home or has died.

The keys to the above address will be returned to the Housing Reception located at the Deane House by 10am on

Monday \_\_\_\_\_

Forwarding address  or if tenant has died next of kin details:	
Telephone	
Please state date you intend to leave	
Please state name of gas and electricity supplier:	Gas
	Electricity

I hereby authorise the Council to dispose of the remaining contents of the property as they see fit and I understand a charge may be made. I agree for the Council to arrange for an Officer to inspect the property before the tenancy ends for re-letting purposes.

Signed \_\_\_\_\_ tenants signature (next of kin to sign if tenant deceased)  
 If you are signing on behalf of a tenant we require  
 written proof of Power of Attorney

Dated \_\_\_\_\_

PTO

FOR OFFICE USE ONLY			
Confirmed Vacation Date:			
Cancel Tenancy		Spreadsheet	
Prop. Event			
Letter		Ad No	
SSE		Cycle date	

Why are you ending your tenancy with us:

If the reason for termination is that the tenant has died please state date of death .....  
and forward a copy of the death certificate with this form.

What type of property are you moving to?

How satisfied were you with the property?

Very Satisfied		Fairly Satisfied		OK		Fairly Dissatisfied		Very dissatisfied	
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If not "very satisfied" what could be improved?

What did you think of the service we provided you?

Very Satisfied		Fairly Satisfied		OK		Fairly Dissatisfied		Very dissatisfied	
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If not "very satisfied" what could we have done differently?

Do you agree to a pre-void visit by our Surveyor?      YES / NO

If yes, what is the most convenient time for viewing?

Do you agree to a viewing by prospective tenants?      YES / NO

If yes, what is the most convenient time for viewing?

When completed please return this form to the Lettings Assistant (address overleaf)