

NOTICE OF TERMINATION OF PERIODIC TENANCY- DWELLINGS**ADDRESS:**.....

1. I/we hereby give 4 WEEKS notice to terminate the tenancy of the above property on

Monday.....

I/ we will give vacant possession of the property on this date.

2. Date keys are to be returned if before termination date

3. My/our new address will be:

.....

4. Reason for terminating the tenancy: Travelling Overseas ☐

Buying own home ☐ Private Rent ☐Deceased (please complete additional death notification form) ☐ Unaffordable (please give reason below) ☐Moved into residential care ☐ Acted on Notice to Quit ☐Moving to a Housing Association property (please state which below) ☐ Moving in with family ☐

Other (please give details):

5. Are there any fixtures or fittings in the property which are particularly suitable for disabled persons:

Floor draining shower ☐ Stairlift ☐ Ramp(s) ☐ Wetroom ☐ Grab Rails ☐

Further details or Other (please give details)

6. *The Council is keen to re-let properties as soon as possible and therefore all properties are advertised as soon as notice to terminate is received from the existing tenant(s). We need your support to do this, and would ask you to allow a representative from Corby Borough Council to assess the property for this purpose as soon as is reasonably possible.*

Please contact me on the number below to arrange for an officer to visit the property:

.....

Please be advised that our Landlord Inspection Officers will visit the property to carry out a preliminary inspection. Please ensure you allow and can arrange access.

7. I/we will return all the keys (this should be a minimum of 2 keys for each door lock) to the property and outbuildings to Housing Services before 12.00 noon on the date shown in paragraph 1 above and will ensure that rent is paid in full up to this date.

Please note that if all keys are not returned you will be charged for the cost of changing the locks.

8. I/we have read and understand the important information overleaf and have a copy of this notice.

Signed..... Date.....

Signed..... Date.....

If you have a garage you must also give at least one weeks notice to terminate the garage tenancy. Garage tenancies are NOT automatically terminated. You need to inform us separately by completing a *Notice to Terminate a Garage Form*

IMPORTANT INFORMATION

1. It is important that a preliminary inspection is carried out because the council will be able to inform you of what decorating or repair work you are responsible for and required to carry out before you leave. **If you miss the visit and do not make contact to arrange for a preliminary inspection you will miss the opportunity to be informed of issues identified and are more likely to receive a rechargeable accounts bill.**
2. A final inspection is carried out when you have handed the keys in. This gives the council a detailed record of the condition of the property and allows the Council to calculate the costs of any items of decoration or repair that you are responsible for. Any charges are based on the Council's standard list of charges. You can make arrangements with Housing Services if you want to attend the final inspection.
3. The Council will accept the keys before the termination date if you want to hand them in early. You will be given a receipt for the keys.
4. It is important that you leave the property on the date you have stated at section 1 overleaf as the new tenant may have made arrangements to move in. If you need to extend the notice period please inform the Council in writing as soon as possible. Permission will usually be given.
5. The property and outbuildings should be left clean and free of rubbish when you leave. You will be charged if the council has to clean the property and/or remove rubbish.

You can make arrangements with the Council's Agent – "Kier Street Services" Tel: 464242 to dispose of a maximum of 10 household items for a small charge. It is important that you make arrangements for the items to be removed before you hand in the keys, otherwise you will be recharged for their removal.

6. It would be helpful if you could make arrangements for the gas and electricity companies to call & read your meters before you hand in your keys.
7. Please check that all doors are locked and windows closed before you hand in the keys.
8. If you have any queries or need advice about this form please contact Landlord Services by telephone or in person at:

Corby Borough Council
Landlord Services
Deene House
New Post Office Square
Corby
Northants
NN17 1GD
Tel: 01536 464000
landlord.services@corby.gov.uk

This form is available on request in large print. A translation service into a wide range of languages is also available. If you have any special need, please tell us so we can help you. Please contact the Housing Reception for further information.

FOR OFFICE USE ONLY

Property Ref	Rent (£)	Property Type	Permitted No	Heating Type	Tenant(s) name