



Date:.....

GIVING NOTICE ON YOUR TENANCY

Address of property you wish to give notice on:

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.....

I hereby give 28 days notice to end my tenancy at the above address.

If today is not a Monday, my notice will expire 28 days from the following Monday dated.....

I understand I need to hand my keys to Reception at the Civic Offices by 4pm on Monday the

I/We will ensure the rent is paid up until the day of the tenancy end date.

I/We understand that if the keys are not returned as stated above a lock change will be carried out within 24 hours and I/We will be charged for this plus and additional weeks rent.

I/We will leave the property in a clean and habitable condition.

I/We give permission to dispose of any goods that I/we have left in the property stated above.

I/We understand that I/we will be responsible for any costs incurred for clearing any items that are left in the property including carpets and flooring including outside space and any works that are required to return the property to a satisfactory condition.

I/We agree to attend a pre-termination meeting with the Housing Officer at the property at a time and date to be arranged.

My forwarding address is:

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Telephone number:.....

Email.....

Tenant 1

Signature.....

Print name.....

Date.....

Tenant 2

Signature.....

Print name.....

Date.....