

Notice to quit a tenancy

(Standard)

Complete this form four weeks before you want to end your tenancy and hand it in at your local housing office. After you have given your notice you will not be able to withdraw it, unless there is an exceptional circumstance, which requires approval.

Please note: if you are a joint tenant, signing this notice to quit will end the tenancy for both tenants.

If you are ending a tenancy following the death of the tenant, please complete sections 1, 2 and 5, and sections 3 and 4 if possible.

Contact: Your local housing office

1 Tenancy details

Full name(s) of tenant(s):	
Address:	
Telephone:	

2 Information about the notice

I / We hereby give a notice of four weeks to terminate the tenancy at the above address.

I / We understand that the 28 days will be calculated from the **next Monday**, which is ____ / ____ / ____ and the tenancy will end on ____ / ____ / ____ (28 days ending on a Monday).

I / We will give Nottingham City Council Housing Services vacant possession on ____ / ____ / ____ (date commencing on a Monday). All keys to the property, (including doors, windows, outbuildings and security fobs) plus electricity and gas pre-payment cards and keys, will be returned no later than 12 noon on ____ / ____ / ____.

I / We understand that failure to return these items may result in Nottingham City Council Housing Services charging me for the replacement of them and any associated costs.

My / Our forwarding address is:

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Nottingham
City Council

Housing
Services

3 Other items from Nottingham City Council Housing Services

Which of these services do you use? (tick the relevant box)

Insurance Garage Nottingham on Call

You must hand in any Nottingham on Call equipment.

If you have an intruder alarm please provide your security code here:

4 Please provide the following details about your gas and electricity. You will be responsible for paying the final bill.

	Gas	Electricity
Suppliers name	<input type="text"/>	<input type="text"/>
Meter reading	<input type="text"/>	<input type="text"/>
Meter type (please tick)	Card <input type="checkbox"/> Quarterly <input type="checkbox"/> Smart <input type="checkbox"/>	Key <input type="checkbox"/> Quarterly <input type="checkbox"/> Smart <input type="checkbox"/> Enviroenergy <input type="checkbox"/>

5 Notice to quit a tenancy due to the death of a tenant

Please also complete sections 3 and 4 if possible. If you do not know this information, please write 'unknown' in the relevant sections.

5a If you are the next of kin, or the Personal Representative (PR), please provide details of your name and address or any other next of kin. This **MUST** be completed and a contact number is essential.

Your name:	<input type="text"/>
Your address:	<input type="text"/>
Your phone number:	<input type="text"/>
Your relationship to the tenant:	<input type="text"/>

Are you named as the executor in the will? Yes No

Are you named as the PR of the estate if no will exists? Yes No

If you are notifying us of a deceased tenant please understand rent will be payable by the estate until the notice expires. If you are the executor of the estate you are required to discharge debts owed by the estate where the estate provide adequate means to do so.

**5b We need a copy of the deceased tenant's death certificate.
Or, you may tell Nottingham City Council by using the 'Tell us once'
service at www.gov.uk/after-a-death.**

I / We understand that:

- All items of furniture, carpets, other goods, belongings and rubbish from inside and outside the property must be removed before the keys are handed in.
- I / We give Nottingham City Council Housing Services permission to remove and dispose of any items that have been left in the property after the key hand in date.
- If costs are incurred by Nottingham City Council Housing Services for removing and disposing of these items, and / or rubbish, I / we (or in the case of the death of a tenant, the deceased's estate), may be billed for any related costs.

For internal transfers only:

I / We understand that if I / we do not return the keys / fobs by the specified date, I / we will be liable to pay charges for both properties from the date my tenancy at my / our new address began until the date I / we return the keys / fobs.

I / We also understand that if I / we return the keys / fobs on time, I / we will not be charged for the period I / we held both sets of keys / fobs.

Tenant 1

Signed: _____ **Date:** _____

Print name: _____

Tenant 2

Signed: _____ **Date:** _____

Print name: _____

Next of kin

Signed: _____ **Date:** _____

Print name: _____

