

Notice to Quit



I wish to end the tenancy of:

Name of tenant(s):

Address:

.....

Reason for ending tenancy:

This Notice is a legally binding document. Failure to sign this notice will mean it is invalid; the tenancy will not end, and the weekly rent charges will continue to be due.

You are required to give four full weeks (Monday to Sunday) notice to quit the tenancy. A discretionary two weeks may be taken if you are an Executor of the Will acting on behalf of a sole tenant who has died.

Rent is payable up until the end of the tenancy, irrespective if you have already vacated the property and returned the keys. Universal credit & Housing Benefit will not cover rent on two properties at the same time. Please contact Customer Services on 0300 1234 000 and ask to speak to your Income Officer.

Please place a tick in the appropriate box below:

- I am the tenant.
- I hold power of attorney for the tenant(s). *A certified copy of proof of Lasting Power of Attorney is required.*
- I am the Next of Kin
- I am the Executor of the estate/ the Personal Representative. *Proof of being an Executor or Personal Representative is required, this includes probate or a letter of administration, sometimes called Grant of Probate or a copy of a signed Will.*

I further understand:

- Once served, I cannot withdraw my Notice to Quit.
- If joint tenants, this notice **will** end the tenancy even if only one tenant signs it.
- At the end of the tenancy, all occupants will have to leave.
- I may be contacted to arrange a property inspection, and I must allow access for this during the notice period.
- The property must be left in a clean and tidy condition, clear of all belongings, carpets, laminate flooring and all other fixtures and fittings that are not maintained by Babergh & Mid Suffolk District Councils, e.g., curtain rails, shelves, light fittings, etc.
- If any possessions are left in the property at the end of the tenancy, the Council will remove and dispose of all items. **I will incur recharges for any possessions left, or repairs that are my responsibility.**
- The front door keys to the property must be returned to the Council using the key safe which will be provided. Any remaining keys can be left in the kitchen drawer. This must be done no later than the tenancy end date. If I do not return the keys on time, I will be liable for additional charges.

- If the keys are returned early, I give the Council permission to enter the property and start maintenance work. I understand that I will continue to be charged rent until the end of the notice period.
- I must notify the Post Office of my new address and have my post re-directed.
- I must take final meter readings for the utility companies to avoid estimated bills. We will transfer all electric and gas supplies over to British Gas ready for the tenancy end date. Please note that if the original tenancy end date is extended, we may not have time to prevent your supplies changing over to British Gas. When this happens, you will be required to set up an account with British Gas to cover the remaining utility costs during the extended notice period.
- I give my consent for my forwarding address and contact number to be passed to the utility companies.

The Sunday I want the tenancy to end on is:

If the tenancy end date I have provided is wrong, the Council will contact me to confirm the correct date.

If you are an Executor or hold Power of Attorney, please give your name, address and contact details.

If you are the tenant, please give your forwarding address.

Contact number/s

Email address

PRINT NAME:

Signature

Date: