

TENANCY TERMINATION FORM

Thank you for advising us of the termination of the tenancy of the above address. Listed below are the things that you must now do to bring the tenancy to an end:

- The keys for your property must be returned to us. You should bring the keys to the Civic Offices yourself and make sure that you obtain a key receipt. Please do not return keys in the post or give them to anyone else to return. We will continue to charge you rent until you return the keys. Although generally 28 days notice of termination of tenancy should be given. **If you have asked someone to return the keys for you, please make sure that they have a letter signed by you giving them permission to return the keys on your behalf.**
- You must make sure that you remove all your belongings from the property and leave it clean and tidy. If the Council has to clear any possessions from the property we will have to charge you for the cost of doing this.
- Fixtures and fittings attached to the structure such as cupboards, etc. belong to the Council and must not be removed. If you are not sure, please ask before you move. Be careful not to leave live wires or open gas pipes, and always use an expert or consult the Council before removing any of your own appliances.
- You should arrange for a final reading of the gas and electricity meters to be made otherwise you may have to pay for gas and electricity used by the next tenant. You should also tell the Water Board and telephone company and make sure that you turn the water stop tap off before you leave.
- The rent should be paid up to the end of your tenancy. Please contact your Tenancy Management Officer or Assistant to find out what you will need to pay to make sure that the rent account is clear when you leave.

Please complete this form if:

- You are a tenant of Runnymede Borough Council and you are giving us notice to leave your property.
- You are next of kin, executor or other person authorised to act on behalf of the tenant.

Please read the form carefully before you sign it. If you have any questions please do not hesitate to contact the Allocations Team on 01932 425831.

Notice:

I am giving four weeks notice to end the tenancy for the following property

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The tenants' name

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Please supply us with your new address and contact details or the name, address and contact details of the next of kin or other authorised person

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I will leave the property on Monday.....(give date). You need to pay rent until the tenancy comes to an end.

I will hand the keys in to the Allocations Team at Runnymede Civic Centre, Station Road, Addlestone, Surrey KT15 2AH or the manager of the sheltered scheme on:

Monday.....(give date) by 12.00noon.

Reason for giving up the tenancy

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Please supply the following (please specify if it a card or key meter):

Current Gas supplier.....

Current Electric supplier.....

Please ensure you inform all your suppliers that you are handing the keys, to your property, back to Runnymede Borough Council or the sheltered scheme manager.

Does the property have adaptations? Yes No

If yes, please specify.....
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Is there a garage? Yes No

Is there a garden? Yes No

If yes, please specify if the garden if private or communal.....

As stated in your tenancy agreement please make sure you leave the property in a good state of repair. Ensure that the following has been completed before you leave the property:

- The property is clean and tidy throughout.
- All doors and windows have been locked.
- Water has been turned off
- All rubbish has been bagged up and any unwanted furniture has been removed.
- All cupboards and work surfaces have been wiped down.
- The loft, shed and any outhouse have been cleared.
- The garden is clean, tidy and clear of any rubbish.

As a tenants' representative you are responsible for:

- Clearing the property
- Cleaning the property throughout
- Tidying the garden

If the property has been left in any disrepair you will be charged. For example; any damage or rubbish left at the property after the keys have been returned.

Useful contact numbers

- Allocations Team - 01932 425831
- Rent Enquiries - 01932 425811
- Housing Benefit - 01932 838383
- Council Tax - 01932 838383
- Depot - 01932 485870 (Rubbish clearance)
- Beesom - 01784 470387 (Furniture charity)

Tenants signature.....Date.....

Other authorised persons signature.....Date.....