



## SELBY DISTRICT COUNCIL - NOTICE TO TERMINATE A TENANCY

You must give at least four weeks written notice before you want to leave the property, with the exception of tenants going into care or transferring tenants of partners of North Yorkshire Home Choice, who are only required to give 1 week's written notice. This "notice" time must end on a Sunday and you must return your keys before 12 o'clock midday on the next day (Monday). **Please do not backdate this document.**

If you are joint tenants, any one of you can end the tenancy by giving the Council four weeks' notice. That notice will end the tenancy of both/all joint tenants. There is no automatic right for the other joint tenant(s) to stay in the property.

You must pay your rent in full before you leave. You must not leave anybody else living in the property when you move out. You must leave the property, the fixtures and fittings and any furnishings we have provided in good condition when you go. Non-standard/replacement items will be recharged. You must not leave any of your belongings or any rubbish behind. If you do, you will be charged for the cost of disposal. Gardens must be cleared of rubbish and left in good order, along with, trees, hedges and fencing.

**Please see the enclosed Moving Out Standard for the condition we expect our property to be left in when you move out.**

### YOUR DETAILS

I / We hereby give a notice of four weeks to terminate the tenancy at the address (below) and deliver vacant possession of the premises. I / We understand that the notice will be effective from the earliest Monday

\_\_\_\_/\_\_\_\_/\_\_\_\_ and the tenancy will end on \_\_\_\_/\_\_\_\_/\_\_\_\_ (Sunday).

Tenant's Name (Block Capitals)	
Tenancy Address	
Reason for ending tenancy	
New Address <small>(if you are moving to another social housing provider, please state your landlords name)</small>	
Telephone number	
Email address	

I also confirm that the Council can dispose of any items (of any description) left on the premises/garden. I am aware that if I leave any belongings or rubbish behind I will be charged for the reasonable cost of disposal.

**Please sign here:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## IMPORTANT INFORMATION

### Gas, Electricity & Water

It is in your interest to ensure that you have made all arrangements to have your gas/electricity meters read by the time you move out. You should inform your utilities suppliers that you are moving out and provide them with a forwarding address.

Gas supplier: \_\_\_\_\_

Electricity supplier: \_\_\_\_\_

Water supplier: \_\_\_\_\_

### Council garage

Do you rent a Council garage? Yes No (please circle)

If you do not wish to keep the garage, you will need to terminate this tenancy separately. Please contact our Housing Support team to discuss further.

### Adaptations

If your property has any adaptations, please list these below :-


### Pre-termination visit

Prior to your tenancy ending, we will visit your property to offer advice and ensure your property is in good repair. We will try and arrange this when it is most convenient for you if you indicate below the time(s) that would be suitable:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

**Please be aware** your property will be advertised through North Yorkshire Home Choice when it is on notice.

**PLEASE ENSURE THIS FORM IS FULLY COMPLETED.**

**WE WISH TO THANK YOU FOR BEING A TENANT OF SELBY DISTRICT COUNCIL.**