

Notice to Terminate your Tenancy

I/We

Of

..... Post code:

Hereby give four weeks' notice to Melton Borough Council to terminate the tenancy of the above dwelling of which I am the tenant/next of kin of the tenant.

The notice will expire on **Monday** at **12 noon**, to which date the rent will remain payable.

I/We will hand the keys in to Parkside Offices, on **Monday**

I/We understand that failure to return the keys and key fobs, if applicable, as directed above, will result in the locks being changed and a charge being made. I/we also understand that the property is to be cleared of all possessions, carpets (unless otherwise advised by the Voids Inspector) and to be cleaned throughout. Should the dwelling be unavailable for letting, then I understand that there will be charge of £ per week, made in respect of loss of revenue, until such time as the dwelling is made available for letting. I/we understand that this will be made in addition to any lock change charges, that may need to be made (if applicable).

I/we understand and agree that the property must be left clear of all rubbish, furniture and other contents. I/we agree that any items left in the property can be disposed of forthwith by Melton Borough Council. If I/we leave any rubbish or other items at the property I/we agree to be recharged for the cost of its removal. I/We have been provided with a copy of this Notice and I/we have understood the information contained in it.

If I/we intend to vacate the premises prior to the above date, I/we undertake to give the Council notice thereof, and in which event should the premises be re-let within the said four weeks, the Council may, without prejudice, refund any rent which may have been paid by me in respect of the said four weeks.

Signed:..... Signed:.....

Name: Name:

Date: Telephone:

New Address:

..... Postcode:

Office Use only: If you are completing this with a tenant or relative, please scan the form and send it to the Tenancy Services email; which is: **Tenancyservices@melton.gov.uk**

Reasons for Leaving	Please tick where relevant
Transfer to another MBC property	
Transfer to a Housing Association Property	
Moving out of the area	
Property too small	
Property too large	
Due to health reasons	
Deceased <ul style="list-style-type: none"> • Please provide copy of death certificate 	
Moving to a Care Home	
No reason given	
Other (please specify):	

For NOK details (please ensure a copy of the death certificate is provided asap):

Should the tenant have passed away, and you are their Next of Kin or if you are acting as Power of Attorney, please provide proof and your details below:

Name

Address

..... Postcode: Telephone:

Will the property be clear of all possessions (this includes carpets & curtains)

Yes/No

If no what items will be left

.....

What improvements to the property (if any) have you done. Please also confirm whether you have received permission from MBC or not:

.....

.....

.....

Please confirm who supplies your:

Gas Electric

Oil Telephone:

Is this part of a co-operative scheme? Yes/No

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Please confirm the following:

Is the property a house/flat/bungalow/ maisonette?

If it is a flat which floor is it on?

How many bedrooms are there? 1 / 2 / 3 / 4

What type of heating is there? Gas CHTG / electric storage heaters / Oil CHTG

Does it have its own garden? Yes / No

How big is the garden? Small / Medium / Large / Communal

Does it have the following parking provisions?

On road/street Yes / No

Off road – does it have its own driveway? Yes / No

Is there a dropped kerb provided? Yes / No

Is there a garage? Yes / No

Is the bathroom Upstairs / downstairs

Is the WC Upstairs / downstairs / both

Is there a shower? Yes / No Over bath / level access / cubicle

How many downstairs rooms are there? 2 or 3

Are there any of the following adaptations which have been done to the property:

Widened doorways wheelchair adapted kitchen

wheelchair height plug sockets/switches ramps grab rails

If there is a stair lift in the property, was this fitted by:

The tenant Red Cross Social Services (MBC)

If this has not been fitted by Social Services (MBC) you will need to arrange for it to be removed prior to handing in the keys. Otherwise, you will be re-charged for its removal. Any medical equipment (i.e.: hospital bed, wheelchair) needs to be collected by the provider.

Thank you for completing this part of the notice. Should you have any further queries, concerning this, please do not hesitate to contact the Tenancy Services Team on 01664 502502.

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