

NOTICE TO TERMINATE A TENANCY

This will end your tenancy and you should take legal advice before signing it.



In accordance with your tenancy agreement, you must give at least four weeks' clear written notice that you want to end your tenancy (called 'notice to quit'). The notice to quit must expire on the same day of the week on which your tenancy started or upon your rent day which is a Monday (e.g. if your tenancy commenced on a WEDNESDAY, the notice to quit can expire on a WEDNESDAY or on the following MONDAY which is a rent day). **Please do not backdate this document.**

If you are joint tenants, either 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, fixtures and fittings and any furnishings we have provided in reasonable condition when you go. You must not leave any of your belongings or rubbish behind. If you do, you will be charged for the reasonable cost of disposal.

If you receive Universal Credit, please note the date your tenancy ends may affect your Housing Element payment. Please see the notice to terminate guidance on the Leeds City Council website.

YOUR DETAILS

I hereby give you notice that on _____ day _____ of _____, I shall quit and deliver up possession of the premises which I now hold.
(Day) (Date) (Month and Year)

1. Tenant's Name (Block Capitals): _____
2. Tenancy Address: _____
 _____ Postcode _____
3. Reason for ending tenancy: _____
4. What is your new address? _____
 _____ Postcode: _____

We will continue to write to you at your tenancy address until your agreement ends, unless you ask us to use your forwarding address.

What date do you want us to start using your new address? _____

I also confirm that the Council can dispose of any items (of any description) left on the premises including the 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:** ____/____/____

The Council would like to let your home again as quickly as possible. It would help us if you provide the following information.

- | | | | | | | |
|---|--|-----|--|---|----|--|
| 1. Are you prepared to let the new residents view the property before you leave? (Please tick) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="width: 20px; height: 15px;"></td> </tr> </table> | Yes | | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">No</td> <td style="width: 20px; height: 15px;"></td> </tr> </table> | No | |
| Yes | | | | | | |
| No | | | | | | |
| 2. Can we contact you by telephone? (Please tick)
Home Number _____ Mobile Number _____ | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="width: 20px; height: 15px;"></td> </tr> </table> | Yes | | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">No</td> <td style="width: 20px; height: 15px;"></td> </tr> </table> | No | |
| Yes | | | | | | |
| No | | | | | | |
| 3. Do you have a separate garage tenancy? If you do not wish to keep it then you need to inform the Council of this separately. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Yes</td> <td style="width: 20px; height: 15px;"></td> </tr> </table> | Yes | | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">No</td> <td style="width: 20px; height: 15px;"></td> </tr> </table> | No | |
| Yes | | | | | | |
| No | | | | | | |

Official Use Only: Advertise on CBL? YES / NO

Please turnover and complete

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: _____

Adaptations

If your property has any adaptations (e.g. wheelchair access, ramp, stair lift, hand rails etc) please list them below:

Pre-tenancy termination visit

We may visit your property to ensure that the property is in good repair etc. Please indicate below what time(s) would be suitable:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Please be aware:

- Your property must be left in a reasonable condition
- You must not abandon any pets or animals in the property (this could result in criminal prosecution)
- All belongings must be removed safely
- Your property will be advertised through the Council's Choice Based Lettings system when it is on notice

Thank you for living with Leeds City Council. Please ensure this form is fully completed and you have signed and dated the form where required.



Housing Leeds
Voids Team
71 Roundhay Road
Leeds
LS7 3BE

0800 188 4000

HousingEnquiries@leeds.gov.uk

Re: Notification of the Council's intention to change the landlord's energy supplier

As you have recently served notice on your tenancy and will be leaving the property soon, we will be arranging for the gas and electric supply to be moved under our rights as the landlord. This is to ensure that our account opens as soon as you leave the property, avoiding any billing issues for you and the Council. We will request for the gas and electric supply to be moved to our preferred suppliers the day after your notice expires. If you are not sure of your expiry date, please contact your local Housing Office to confirm the expiry date.

It's quite normal for your current energy supplier to contact you to query the switch and ask if you want to object to the transfer. If this happens, please inform them **that the Council (your landlord) has requested the switch and there is no reason for an objection to be raised and that you are ending or have ended your tenancy**. We would recommend you confirm the date you have left the property **or** the date you will be leaving the property.

If you intend to extend your notice period or you decide to withdraw your notice for any reason, please inform your Housing Office as soon as possible to allow the transfer of the energy supply to be cancelled. In some cases this may not be possible immediately due to the time lapsed, however, once the initial transfer is complete you can request transfer to a supplier of your choice.

Yours faithfully,

Housing Leeds.