

THIRD PARTY TERMINATION NOTICE
FOR USE ONLY BY SOMEONE ENDING A SOLE TENANCY
ON THE TENANT'S BEHALF

In accordance with the tenancy agreement, the tenant must give at least four weeks written notice if they want to leave the property. This four-week "notice" time must end on a Monday and the keys must be returned to the Neighbourhood Housing Office or One Stop Centre before 12 o'clock midday on that final Monday. **Please do not backdate this document.**

The rent must be paid in full before the tenant leaves. They must not leave anybody else living in the property when they move out. They must leave the property, the fixtures and fittings and any furnishings we have provided in reasonable condition when they go. They must not leave any of their belongings or any rubbish behind. If they do, they will be charged for the reasonable cost of disposal.

1. TENANCY DETAILS

Full name of tenant: _____

Tenancy address: _____

_____ Postcode: _____

Tenant's telephone number: _____

Is the tenancy address unoccupied? Yes No

If no, who is living at the property? _____

2. 3RD PARTY DETAILS (THE PERSON COMPLETING THIS NOTICE)

To protect the tenant's interests, we will only accept a notice to terminate the tenancy from a third party (that is, someone acting on the tenant's behalf) in exceptional circumstances. That means you must give us as much information as possible to help us consider whether or not we can terminate the tenancy upon receipt of this notice from you.

Please note the property will be advertised through the Council's Choice Based Lettings system when it is on notice

Your full name: _____

Your address: _____

_____ Postcode: _____

Your home telephone number: _____

Your relationship to the tenant: _____

Reason(s) for request to terminate the tenancy: _____

Do you have Power of Attorney for the tenant? Yes No If the tenant has died, are you the Executor or Personal Representative to their estate? Yes No

Do you have a Deputyship Order from the Court of Protection? Yes No

IF THE TENANT HAS DIED PLEASE COMPLETE PART 3.

IF THE TENANT HAS MOVED INTO NEW ACCOMODATON PLEASE COMPLETE PART 4

IF THE TENANT IS IN HOSPITAL, CARE HOME, PRISON OR OTHER ESTABLISHMENT THEN PLEASE COMPLETE PART 5

3. IF THE TENANT HAS DIED

Date of death: _____ Place of death: _____

Death Certificate seen by housing office? Yes No (if yes attach a copy to this notice)

Are you the executor or personal representative of the tenant's estate? Yes No

Name and address of solicitor (if any) dealing with the deceased's affairs:

_____ Postcode: _____

Please tick any of the following statements which apply:

- I will arrange for payment of outstanding rent for the property up to the termination of the tenancy.
- There is no money remaining in the deceased's estate and therefore I cannot make any payments to the Council following their death.
- The deceased was in receipt of Income Support/Employment & Support Allowance and leaves no estate.

Please note: If the deceased received Housing Benefit, it will be cancelled from the Monday following their death.

4. IF THE TENANT HAS MOVED INTO NEW ACCOMODATION

Tenant's new address: _____

_____ Postcode: _____

Telephone Number: _____

Please describe this accommodation: _____

What date did they take up occupancy? _____

Is this new address their new permanent home? Yes No

Can the tenant manage their own affairs? Yes No

If no, please tick any of the following statements which apply:

- I will arrange for payment of outstanding rent for the property up to the termination of the tenancy.
- The tenant was in receipt of Employment & Support Allowance and has no available money to pay any outstanding rent up to the termination of the tenancy.

5. IF THE TENANT IS IN HOSPITAL / CARE HOME / PRISON ETC

Tenant's new address: _____

_____ Postcode: _____

Please describe this accommodation: _____

Does the tenant have a Social Worker, doctor, solicitor etc. who can confirm that the tenant no longer needs their Council tenancy? Yes No

If yes, please state details below:

Name: _____

Address: _____

_____ Postcode: _____

Status and relationship of above to tenant: _____

Can the tenant manage their own affairs? Yes No

If no, please tick any of the following statements which apply:

- I will arrange for payment of outstanding rent for the property up to the termination of the tenancy.
- The tenant was in receipt of Employment & Support Allowance and has no available money to pay any outstanding rent up to the termination of the tenancy.

6. OTHER TENANCY INFORMATION

Does the tenant hold the tenancy of a garage / garage plot? Yes No

If yes, please state address and reference number: _____

_____ Postcode: _____

Did the property have any adaptations done, or have any equipment supplied? Yes No

If yes, please give details below: _____

Can arrangements be made for an officer to gain access to the property before the keys are handed in? Yes No

If yes, please state convenient dates and times: _____

Would you be willing for a prospective tenant to contact you to make arrangements to view the property? Yes No

Dates available for Gas / Electricity Safety Checks: _____

7. DECLARATION OF 3RD PARTY SIGNING THIS NOTICE

I _____ am authorised to act on the tenant's behalf and I agree that the Council may make any necessary checks to verify any of the details I have given on this form.

I hereby give you notice that on Monday (date) _____ of (month and year) _____

I shall quit and deliver up possession of (address): _____

_____ Postcode: _____

Which I hold as *Personal Representative / Executor / Power of Attorney / Deputyship / Other* (delete as appropriate)

I agree the Council can dispose of anything left at the property after the tenancy ends and that a charge may be made.

Signed by (third party): _____ on behalf of the tenant.

Date: _____

Witnessed by: _____ For Housing Leeds/Leeds City Council

PLEASE NOTE THIS NOTICE SHOULD NOT BE USED WHEN THERE IS ANYONE LEFT LIVING AT THE PROPERTY



Housing Leeds
Voids Team
71 Roundhay Road
Leeds
LS7 3BE

0800 188 4000

HousingEnquiries@leeds.gov.uk

Re: Notification of the Councils 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.