

NOTICE TO TERMINATE A TENANCY

To: Housing Services, Ruthin Road, Wrexham, LL13 7TU

Name of Tenant - _____ of

Address - _____

Phone Number - _____

I wish to give _____ weeks notice to terminate the above tenancy on Monday
_____ (Date)

Do you rent a Council garage? If yes please give address

- Please indicate if you wish to terminate the garage tenancy? Yes/No
- The Housing Department usually does end of tenancy inspections on Mondays or Fridays. What day and time is best?

_____ (this is not an appointment).

- My electricity supply is provided by _____

Contact telephone number _____

- My gas supply (if applicable) is provided by _____

Contact telephone number _____

- I do / do not have a water meter (Please delete as appropriate)

- My forwarding address is (or if Tenant has died, name and address of Next of Kin)

_____ (Phone number)

Date of Bereavement if applicable _____

- I agree to leave the property in a clean condition and to remove all furniture and effects. I understand that the Council may dispose of any property or rubbish left in the dwelling and/or garage and charge the cost of removal to me.

REASONS FOR LEAVING (It would be of assistance to us if you could answer the following questions)

1. **Where** are you going? (Please tick **one** box)

Buy Own Property		Live with Family or Friends	
Housing Association Property		Sheltered Accommodation	
Another Local Authority		A Residential Home or Hospital	
Privately Rented Accommodation		Other	

2. **Why** are you going? (Please tick **all** boxes that apply)

Property too big		To buy house		Victim of Crime	
Property too small		To receive support		Fear of Crime	
Garden too big		To give support		Problems with neighbours	
Garden too small		To be nearer family/friends		Do not like present area	
Bills too expensive		To be nearer job			
Rent too expensive		Relationship breakdown			
Heating not suitable		Formed new relationship			
Any other reason (please explain)					

I agree to leave the property in a clean condition and to remove all furniture and effects. I understand that the Council will dispose of any property or rubbish left in the house, shed, garage, garden or attic and charge the cost of removal to me. You should note that in the event of any damage, photographs will be taken and used as evidence.

Such costs will also jeopardise any future housing application with the Council. Any outstanding debt, including recharges, will be subject to penalty points in the Council's Lettings Procedure (see table below).

<u>Penalty Points</u>
20 points for up to £100 outstanding
40 points for £100 to £200
60 points for £200 to £300 etc

• Signed _____ Date _____

• Status: Tenant/ Partner/ Child/ Other _____
(Please delete as appropriate)