



Termination of Tenancy

Please read and complete this form carefully and return to the above address. It explains your responsibilities for terminating a tenancy with Winchester City Council.

In compliance with the tenancy terms and conditions, four weeks' notice is required to terminate a tenancy. The notice period starts from the date of receipt of the notice by the landlord (Monday to Friday). Rent and any associated charges are due during the four week notice period.

The tenancy will terminate at the end of the four week notice period providing all keys to the property have been surrendered using the key safe provided. If agreed by the VPO, keys may be returned to Winchester City Council offices no later than 12pm on the next working day after the tenancy ends.

If you are transferring to another Winchester City Council or partner agency property, as advised by Winchester City Council, you are required to give two weeks' notice.

We will send you an acknowledgement letter, confirming receipt of notice to terminate your tenancy, advising you of the expected termination date, date of Pre-termination inspection and key surrender date.

Please complete all sections in **BLOCK CAPITALS**, except for signature.

The form may be completed by the Tenant or the Tenants Representative (only where lasting/enduring Power of Attorney or Authority to Act is provided).

FOR OFFICE USE ONLY:



Section 1. Name and Address of Tenancy to be Terminated

Name:

Address:

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Section 2. Forwarding / Correspondence Address Details

If applicable, please enclose a copy of the death certificate / power of attorney with this completed form.

Name (Tenant/Tenant Representative):

Address:

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.....

Postcode:

Contact Telephone Number:

Relationship to Tenant (if applicable):

Correspondence to: Tenant Tenant Representative

Section 3. Reason for Termination

Transfer to another Winchester City Council property

Moving to a Housing Association

Moving to another Local Authority

Moving to the Private Sector

Other (please state)

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Section 4. Property Type

Please provide details of the property being terminated:

House Bungalow Flat

Maisonette Bedsit

Number of Bedrooms:

1 Bedroom 3 Bedrooms

2 Bedrooms 4 Bedrooms

Garden:

Own Communal

Shared None

If Flat or Bedsit please state what floor (ground, 1st floor etc):

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Does this property have a separate dining room (not open plan living/dining)?

Yes No

Has the property had any adaptations to improve access in and around the home?

Yes No

If YES please provide details (i.e. stairlift, ramp, level access shower etc)

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Section 5. Garage

If you rent a garage please complete the following:

Garage Address:
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Do you wish to continue renting this garage?

Yes No

If the tenant of the garage is deceased, the garage must be terminated.

Section 6. Important Notes

- RUBBISH** Please do not leave any rubbish including unwanted carpets, furniture, curtains, curtain rails, inside or outside the property. If items are left at the property you **will be** recharged for clearance, unless otherwise agreed in writing by the Void Property Officer at the Pre-termination Inspection.
- FIXTURES** All non Winchester City Council fixtures and fittings must be removed, this includes sheds, DIY patios, ponds and light fittings. If you are removing you own fixtures or fittings, please make sure you reinstate the property to its original condition. Please refer to the Tenants Handbook or contact the Void Property Officers on 01962 848 467 or 01962 848 498 if you have any queries.
- DÉCOR** Internal decoration throughout the property should be left in a good condition.
- IMPROVEMENTS** If you have made any improvements to the property then there may be compensation due to you. For further details please contact Property Services on 01962 848 141.
- INSPECTION** The Void Property Officer and Void Surveyor will require access to your property to carry out a Pre-termination Inspection as part of the termination process. This should take place within 5 working days of the notice being received and you will be contacted to arrange a mutually convenient date and time.
- SERVICES** You must inform the gas and electricity suppliers that you are moving and arrange for the meter to be read. The disconnection of any appliances must be done by a qualified person. In cold weather, please turn the water supply off at the mains.
- MAIL** Please inform the Royal Mail of your new address and arrange for your mail to be redirected. Please note that Winchester City Council are not responsible for mail. We will not collect/forward your mail following the termination of your tenancy.
- SECURITY** Please make sure that that all doors and windows to the property are locked and the property is left in a secure state.
- QUESTIONS?** If you have any queries, please telephone the Void Property Officer on **01962 848 498** or **848 467** or call into the City Council Offices. Alternatively you can email us at **propertylettings@winchester.gov.uk**.

IMPORTANT YOU WILL BE CHARGED THE FULL COST OF ANY REPAIRS TO THE PROPERTY THAT ARE NECESSARY BECAUSE YOU HAVE FAILED TO UNDERTAKE ANY OF THE ABOVE WORKS

Section 7. Declaration

Please sign to confirm you have read and understood the information contained within this document. Please note if you are joint tenants, one tenant can terminate the tenancy on behalf of both tenants.

Signed (Tenant/Tenant Representative):

Signed (Joint Tenant): Date: