



# Tendring District Council

## Notice to end your council tenancy

You must complete all sections of this notice.

### How to end your tenancy

You can end your tenancy by giving us four weeks' written notice (ending on a Monday at 12 midday) or by paying us four weeks' rent.

If you need more time to move we may agree to this, as long as you pay the rent up to the date you leave.

If you are the next of kin or a close relative or executor of the estate of a tenant who has died, you do not need to give us four weeks' notice. We will end the tenancy when the keys are handed back to us. The rent must be paid until this date. If housing benefit is payable, we will stop this from the Sunday after the tenant died, and we will then charge full rent until the keys are returned.

Address of tenancy being ended: \_\_\_\_\_

\_\_\_\_\_

Date when you wish to end your tenancy (you must give us four weeks' notice beginning after the date we receive this form – starting and ending on a Monday at noon – or pay us four weeks' rent instead)

\_\_\_\_\_

Do you rent a garage, outhouse or shed on the same site as your property?

Yes

No

If yes, please tell us which of these you have:

\_\_\_\_\_

Do you rent a council-owned garage separately?

Yes

No

If yes, do you wish to end the tenancy of this as well?

Yes

No

If yes, please tell us the address and number of the garage that you rent from us:

\_\_\_\_\_

## Returning the keys

Please return the keys to your property (and garage if you have one) to the address at the end of this form by **midday** on the Monday at the end of the notice period. If you do not, we will charge you an extra week's rent.

Intended date of leaving: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

If you do not return the keys to us, we may charge for replacing them or changing the lock (or both).

## Repair, redecoration, cleanliness and clearance

When you move out of your home, you must leave it empty, clean and in a good state of repair. If any repairs are needed that we are responsible for, please report them to us before you leave and make sure you do any repairs that are your responsibility. We will charge you for any repairs we have to do because of your misuse or neglect of the property, or as a result of any unsatisfactory alterations you have made.

Are any repairs needed that the Council should know about? Yes

No

If yes, please list them here: \_\_\_\_\_

\_\_\_\_\_

Have you had any pets at the property? Yes

No

If yes, please tell us what pets you have had \_\_\_\_\_

\_\_\_\_\_

Please give details of any hazards (such as contaminated material, dressings, syringes, dangerous chemicals, rusty wire, broken glass) that may be found at the property:

\_\_\_\_\_

\_\_\_\_\_

You should leave your home empty, clean and clear. Any loft space, garden, garage, shed, or other outbuilding or land allocated to you must also be clean and clear of your belongings. We will charge you if we have to remove any of your belongings or rubbish from the property.

## Safety of gas and electricity

Please remember that if you intend to take any of your own gas appliances with you, these must be removed by a Gas Safe registered gas engineer and the gas supply must be properly capped off.

If you are taking any electrical appliances that are normally connected to the mains, such as an electric cooker, please get a NICEIC-registered or similar qualified electrician to remove them so that all wires are left safe.

Remember: gas and electricity can cause death – let the experts deal with them.

## Gas, electricity, telephone, water and your personal post

Have your meters read to make sure you don't pay for gas, electricity or water used by the next tenant.

Please give the name of the company who provides each of the following services for this property:

Gas	<input type="text"/>
Electricity	<input type="text"/>
Telephone	<input type="text"/>

Remember to have the telephone disconnected or the number transferred to your new address.

Please also ask the post office to redirect your post to your new address.

Please turn off the water at the main stopcock.

## Rent and housing benefit

Please make sure you pay all the rent that is due by the end of the notice period. If you do not or cannot pay your rent, please contact our Rent Accounts section on 01255 686464.

If you are moving to another rented property and wish to claim housing benefit, make sure that you complete a new application form before you start your new tenancy.

## Your contact details

Forwarding address (or the address of a representative who will collect your mail):

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Your daytime phone number and times when we can contact you: \_\_\_\_\_

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## Your signature

The information you provide on this form will be held in accordance with the Data Protection Act 1998 (am amended). We must protect the public funds we handle so we use the information you have provided on this form to prevent and detect fraud and to ensure the health and safety of people entering the property. We may also share this information with other organisations that handle public money.

### I have read and understand my responsibilities in connection with ending the tenancy on this property.

Are you the tenant of this property?

Yes

No

If you are the tenant's representative, please give your relationship (such as executor of the estate, next of kin):

\_\_\_\_\_

Your signature as the tenant(s). Your representative can only sign this form if they are dealing with your estate:

1. \_\_\_\_\_

Please print your name: \_\_\_\_\_

2. \_\_\_\_\_

Please print your name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to: Housing Options  
Life Opportunities  
Tendring District Council  
Town Hall  
Station Road  
Clacton on Sea  
Essex CO15 1SE**

## Leaving your home

As part of our commitment to delivering a good service to our customers, we would be grateful if you could complete the following questions about the service you have received from Tendring District Council, as a landlord.

The answers you give will help us improve the service we provide to tenants and help us understand the reason why people leave our property.

The information you give below will be confidential and used for monitoring purposes only.

1) Please tell us why you are ending your tenancy with Tendring District Council?

- |                            |                          |                                 |                          |
|----------------------------|--------------------------|---------------------------------|--------------------------|
| Property is too large      | <input type="checkbox"/> | Require care or support         | <input type="checkbox"/> |
| Property is too small      | <input type="checkbox"/> | Due to ill health / illness     | <input type="checkbox"/> |
| Moving to a different area | <input type="checkbox"/> | Want to live closer to family   | <input type="checkbox"/> |
| Lack of employment         | <input type="checkbox"/> | Want to live closer to work     | <input type="checkbox"/> |
| Social /neighbour problems | <input type="checkbox"/> | Rent is too expensive           | <input type="checkbox"/> |
| Relationship changes       | <input type="checkbox"/> | Purchasing own property         | <input type="checkbox"/> |
| State of repair of home    | <input type="checkbox"/> | Service provided by the Council | <input type="checkbox"/> |
| Other                      | <input type="checkbox"/> |                                 |                          |

Please tell us why in the box below:

2) Where are you moving to?

- |                                    |                          |                             |                          |
|------------------------------------|--------------------------|-----------------------------|--------------------------|
| Buying a property                  | <input type="checkbox"/> | Living with friends/ family | <input type="checkbox"/> |
| Renting another TDC property       | <input type="checkbox"/> | Living with a partner       | <input type="checkbox"/> |
| Renting with another council       | <input type="checkbox"/> | Private rented              | <input type="checkbox"/> |
| Renting with a housing association | <input type="checkbox"/> | Nursing / residential care  | <input type="checkbox"/> |
| Other                              | <input type="checkbox"/> |                             |                          |

Please tell us why in the box below:

3) Overall, how satisfied have you been with the service provided to you by Tendring District Council as a landlord during your tenancy?

- |                                   |                          |
|-----------------------------------|--------------------------|
| Very satisfied                    | <input type="checkbox"/> |
| Fairly satisfied                  | <input type="checkbox"/> |
| Neither satisfied or dissatisfied | <input type="checkbox"/> |
| Fairly dissatisfied               | <input type="checkbox"/> |
| Very dissatisfied                 | <input type="checkbox"/> |

4) How satisfied are you with the quality and condition of your property?

- Very satisfied
- Fairly satisfied
- Neither satisfied or dissatisfied
- Fairly dissatisfied
- Very dissatisfied

5) Overall, how satisfied have you been with the area you have been living in?

- Very satisfied
- Fairly satisfied
- Neither satisfied or dissatisfied
- Fairly dissatisfied
- Very dissatisfied

6) Was there anything that Tendring District Council could have done to help you remain in your home?

- Yes
- No

If you ticked Yes, please tell us what we could have done in the box below:

Name.....

Address.....

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