



## Ending tenancy notification – Received from Tenant(s)

I/We would like to inform Gosport Borough Council that I/We would like to give notice to end my/our secure/flexible/introductory tenancy. (If joint tenancy, make sure both tenant's give notice)

Name(s) on tenancy: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

I/We would like the tenancy to end on: Monday \_\_\_\_\_  
(tenancy agreement states 4 weeks' notice)

My/Our new contact address will be: \_\_\_\_\_

I/We understand that if the keys are not returned, Gosport Borough Council will continue to charge rent because they are unable to gain access to the property to prepare it for re-letting. This will be in addition to any rent that I may owe for my new address. I may also be held responsible for any additional costs such as gaining access/lock change/property clearance.

I/We understand that any furniture and personal effects that are left in the property will be disposed of and a charge may be made.

I/We understand that the property may be inspected by Housing staff prior to our vacating the property.

I/We also understand that the prospective tenants may be brought to view the property prior to our vacating it

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Office Use Only**

Date and time that keys will be returned

Where will keys be returned to?

Who will be returning keys?

**Account Information**

Current Rent Balance

Rent due at proposed end of tenancy

HB in payment/ UC in payment

Are there any other Housing Accounts/Debts?

What arrangement is there to repay?

**Other Housing Accounts**

Garage

Retained/Terminated ?

Address of Garage

Contents insurance?

Have these been cancelled where necessary?

**Property Information**

Property type? (Please circle)

Bedsit	House	Flat	Bungalow	Maisonette	Sheltered Scheme
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How many bedrooms?

Is there a shed?

Shed No?

Is there a shed key?

Is shed cleared?

Door entry system on block?

Opened by:

Key/Fob returned?

Disabled Adaptations?

Garden?

Balcony?

Number of steps to property entrance?

Shower?

Steps or stairs inside the property?

Gas:

Supplier?

Debt on meter?

Electric

Supplier?

Debt on meter?

**Items being left in Property**

Who is clearing the property?

Why are items being left in property?

Do we have outgoing Tenant (s) permission to clear property of belongings?

If so - Please sign to endorse the permission to clear.

What items are being left?

<input type="text"/>
<input type="text"/>
<input type="text"/>