



Please use this form if you wish to end your tenancy



(This does not form part of your tenancy agreement)

Name _____ Phone number _____

I/We wish to end my/our tenancy of (give address) _____

On Monday the _____
(must be 4 weeks' notice ending on a Monday)

Reason for termination _____

I am/We are moving to (give address) _____

Please tell us the date you expect to move _____

If you move before your tenancy ends, and you are receiving Housing Benefit, your benefit may stop, in which case you must pay all rent and charges up to the end of the tenancy

My/Our electricity supplier is _____

Is there a gas supply at the property? Yes No

If so, has gas been used at the property in the last 12 months? Yes No

My/Our gas supplier is _____

- I/We promise to give vacant possession of this property to the Council on the date of the termination of this tenancy.
- I/We understand that I/we must pay all rent and other charges up to the date of termination.
- I/We give Colchester Borough Homes permission to dispose of any goods that are left at the property being vacated after the date of the termination of this tenancy.
- I/We agree to give consent for Colchester Borough Homes to carry out an inspection of my/our property before the end of the 4 week notice period.
- I/We accept that the Council may charge me/us the cost of putting right any damage to the property that I am/we are responsible for and of clearing any rubbish that I/we leave.

Signed _____

Signed _____

Today's date _____

**Please return this form to Customer Services
Keys should be returned to Colchester Borough Homes at either of the addresses below
by 12 noon on the last day of your tenancy.**

Greenstead Local Housing Office
Hawthorn Avenue,
Greenstead
Colchester, CO4 3QE

or

Colchester Borough Homes Rowan House
33 Sheepen Road, Colchester

Colchester, CO3 3WG

☎ (01206) 282514

Colchester Borough Homes will hold the information under the Data Protection Act 1984 and 1998. We must protect the public funds we handle, so we use the information you have provided on this form to detect and prevent fraud. We may also share this information with other organisations that handle public funds.