



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 \_\_\_\_\_

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 \_\_\_\_\_ Smart Meter Y/N \_\_\_\_\_

My/Our gas supplier is \_\_\_\_\_ Smart Meter Y/N \_\_\_\_\_

- 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 understand that I/We are liable for Council Tax until the end of the tenancy.
- 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 email this completed form to [lettings.admin@cbhomes.org.uk](mailto:lettings.admin@cbhomes.org.uk)  
Or post to the Greenstead Local Housing Office (proof of postage is recommended)  
Keys should be returned to Colchester Borough Homes at the address below  
by 12 noon on the last day of your tenancy.  
☎ (01206) 282514

Colchester Borough Homes  
Greenstead Local Housing Office  
Hawthorn Avenue  
Greenstead  
Colchester  
CO4 3QE

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.

