Notice to Terminate Tenancy 

I hereby give you notice that it is my intention to terminate the tenancy of:

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Tenant’s Name |  |
| Property type/size |  |
| Reason for termination |  |

Do you also rent a Council garage that you wish to terminate? **YES / NO**

|  |  |
| --- | --- |
| Garage Address |  |

You must give at least 4 weeks’ notice of your intention to end your tenancy. The 4 weeks must always take effect from a Monday and your termination date must also be a Monday. Your notice period cannot begin until we receive your signed termination form. Please enter your proposed tenancy end date below:

|  |  |
| --- | --- |
| Termination Date |  |

Clearly labelled keys should be handed in to the main Council offices by 12 noon on the Monday your tenancy ends. If keys are not returned on time the Council will continue to charge you rent for the property. You can the return keys early but please be aware that our maintenance contractors may start work in the property immediately.

The property must be left clean and clear of rubbish and all personal belongings, including white goods and furniture. Any items left in the property or gardens will be regarded as unwanted and may be disposed of. You will be charged for the cost of disposal.

You must return the property with ‘vacant possession’. This means that nobody can be left living in the property after the termination date. Please tick the box below to confirm that nobody will be left living in the property after you return the keys.

|  |  |
| --- | --- |
| I confirm that nobody will be left living in the property |  |

**Please ensure you complete and sign page 2**

Does your property have any of the following (please tick if applicable)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Front or rear gardens | Front | | Rear | |
| Ramped or level access to the front or rear doors | Front | | Rear | |
| Internal/external doors suitable for wheelchair access | Yes | | No | |
| A flush-floor shower (walk-in shower) | Yes | | No | |
| Number of steps leading up to the property (if applicable)? | 1 | 2 | 3 | 4 + |

Please leave all gas and electricity meter keys in the meters as these cannot be transferred to a new property. Please note that we will share your data with utility companies so that final bills can be calculated. Dover District Council is a data controller under GDPR.  We process your personal data in compliance with data protection legislation.  For more information on how we collect, process and protect your personal data and for information on your rights,  please visit our website at [www.dover.gov.uk/privacy](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.dover.gov.uk%2Fprivacy&data=02%7C01%7CVerity.Johnson%40DOVER.GOV.UK%7C17e0f80c544345b0a65308d82fd185db%7C97d0cb53199d4c70a001375e8c953735%7C0%7C0%7C637311924222828301&sdata=DtLqJJuzRe1%2BB3DKKrPm7uGp66UEypNOkrRveSGNuTU%3D&reserved=0) to view our corporate and housing service privacy notice.

**Please be aware that once we have received this signed termination form you cannot change the decision to end your tenancy.** If you approach the Council’s Housing Options Team for help with rehousing once you have returned this form you may be classed as being ‘intentionally homeless’ and may not be offered alternative accommodation.

If you had a lifeline emergency call unit please package this up and leave it in the property, along with any pendants. A maintenance inspection of the property is required no later than **7 days** before the end of the tenancy. Please ensure you provide current mobile and landline telephone numbers and a valid email address so we can contact you to arrange this appointment.

|  |  |
| --- | --- |
| Forwarding address |  |
| Mobile telephone |  |
| Landline telephone |  |
| Email address |  |

|  |  |
| --- | --- |
| Name |  |
| Signed |  |
| Date |  |

Please return to: Dover District Council, White Cliffs Business Park, Dover, CT16 3PJ. Signed forms can also be emailed to housing@dover.gov.uk

Guidance Notes – Ending your Tenancy 

You must complete a ‘Termination of Tenancy’ form giving 4 full weeks’ notice if you are moving to:

* Housing Association accommodation
* Another Council property that is not within your current council district
* Private rented accommodation
* A nursing or care home
* Accommodation with family or friends

The 4 weeks’ notice must always take effect from a Monday and your termination date must also be a Monday. Your notice period can only start once we have received your signed termination form. Termination forms can only be signed by the tenant(s) or a person with Power of Attorney. If completed by a Power of Attorney we will need to see proof of this status.

Cleaning & clearing the property

The property, including the loft, must be left clean and clear of rubbish and all personal belongings, including white goods and furniture. Carpets should be taken up and removed from the property. Gardens should also be cleared of personal belongings and rubbish; the grass should be cut and any trees, bushes or hedges cut back to a reasonable standard. Sheds and outbuildings should be cleared of all personal belongings. Any medical aids, such as bath seats, should be returned to NHS supplies or Social Services.

**Any items that are left in the property, gardens, sheds or outbuildings will be regarded as unwanted and may be disposed of. Please note that you will be charged for the cost of disposal.**

Any repairs that you are responsible for, as the tenant, should be completed and any alterations should be reinstated, unless agreed otherwise in advance. **If we need to carry out repairs because of damage or alterations to the property you will be charged for the cost of the repairs.** At the end of this guidance note is a list of approximate costs that may be charged if we need to repair or clear the property.

Please ensure that final gas, electricity and water meter readings are taken and **leave all gas and electricity meter keys in the meters, as these cannot be transferred to a new property**. Please note that we will share your data with utility companies so final bills can be calculated. Dover District Council is a data controller under GDPR.  We process your personal data in compliance with data protection legislation.  For more information on how we collect, process and protect your personal data and for information on your rights,  please visit our website at [www.dover.gov.uk/privacy](https://gbr01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.dover.gov.uk%2Fprivacy&data=02%7C01%7CVerity.Johnson%40DOVER.GOV.UK%7C17e0f80c544345b0a65308d82fd185db%7C97d0cb53199d4c70a001375e8c953735%7C0%7C0%7C637311924222828301&sdata=DtLqJJuzRe1%2BB3DKKrPm7uGp66UEypNOkrRveSGNuTU%3D&reserved=0) to view our corporate and housing service privacy notice.

Please close all windows and doors and ensure that the property is securely locked.

Advertising the property

As soon as we receive a signed termination form we will advertise the property on the Kent Homechoice website so we can find a new tenant. This is because the process of re-letting the property takes a number of weeks – and with thousands of people on the housing waiting list we have a duty to fill empty properties as quickly as possible. We hope you understand our reasons for this. If anybody contacts you asking to view your property, having seen it advertised online, please do not show them around. Dover District Council will carry out viewings with any potential new tenants once you have returned the keys.

Rent and benefits payments

Full rent continues to be charged during the notice period. If the keys are not returned by midday (12 noon) on the agreed termination date, an amount equivalent to the weekly rent and service charge will continue to be charged until the keys have been returned. If you are responsible for paying the rent please ensure this is paid up in full. If you are in any doubt about the amount payable, please contact the rents team on 01304 801084.

**If you are in receipt of Housing Benefit or the housing element of Universal Credit (UC) please tell the Council’s benefits department or the Department of Work & Pensions (DWP) that you are moving.** Dover District Councilwill not notify these departments. You will need to discuss your entitlement to any benefits during the termination period with the relevant department.

Other things to consider

As well as benefits departments you may need to inform a number of other companies/organisations that you are moving, including:

* Gas, electricity and water providers – please take your own final meter readings
* Telephone, broadband, sky/cable TV providers
* Doctors, hospitals, dentists, opticians, schools
* Royal Mail – please arrange for mail to be redirected, if necessary
* Banks, building societies and credit card companies

Returning keys

Clearly labelled keys should be returned to the main Council offices no later than 12 noon on the Monday the tenancy ends. Keys should be returned on a Friday or a Monday if possible, as we have staff available on these days to accept keys. **You can the return keys early but please be aware that our maintenance contractors may start work in the property immediately.**

Recharges

Below are examples of approximate costs that may be charged to the deceased tenants’ estate if the property is not returned clean and in a good state of repair and decoration (except for any repairs that are the responsibility of Dover District Council). This list does not cover all of the things that may be recharged but gives examples of the most common issues.

|  |  |
| --- | --- |
| Replacing internal doors, if the doors were changed or damaged | £118 per door |
| Removing a garden shed or greenhouse which you put up | £94 – minimum, depending on the size and amount to be cleared |
| Filling in a pond | £48 per square metre |
| Clearing rubbish, furniture or other belongings from your property. If there are large items or a large amount of items left this charge will increase. | £94 – minimum, depending on the amount of items to be cleared |
| Clearing rubbish from your garden. If the clearance needs to be removed in a skip, you will also be charged this cost | £94 – minimum  £198 – per skip |
| Clearing a loft | £58 |
| Clearing an outside store | £29 – per store |
| Removing wall lights, non-standard DIY electrical fittings, for example: metal light switches, plug sockets, down lighters and any non-standard light fitting | £19 – per light fitting  £12 – per double socket |
| Removing shelving | £4 – per shelf |
| Removing wall cabinets | £6 – per cabinet |
| Floor covering can only be left with the agreement of your Housing Officer, if DDC have to remove floor covering that you have left, the costs are:   * Floor tiles * Other types of floor coverings | £5.82 – per square metre  £56 |
| Removing graffiti | £6 – per square metre |