

Notice to quit a tenancy

Complete this form four weeks before you want to end your tenancy and hand it in at your local housing office. After you have given your notice you will not be able to withdraw it, unless there is an exceptional circumstance, which requires approval.

If you are ending a tenancy following the death of the tenant, please complete sections 1, 2 and 5, and sections 3 and 4 if possible.

Contact: Your local housing office

1 Tenancy details

Full name(s)
of tenant(s):

Address:

Telephone:

2 Information about the notice

I / We hereby give a notice of four weeks to terminate the tenancy at the above address.

I / We understand that the notice will be effective from the **earliest Monday**, which is ____ / ____ / ____ and the tenancy will end on ____ / ____ / ____ (Sunday).

I / We will give Nottingham City Homes vacant possession and return all keys to the property, (including doors, windows, outbuildings and security fobs) plus electricity and gas pre-payment cards and keys, no later than 12 noon on ____ / ____ / ____ (the Monday following the tenancy end date).

My / Our forwarding address is:

3 Other items from Nottingham City Homes

Which of these services do you use? (tick the relevant box)

Insurance Garage Nottingham on Call

Make sure you hand in any Nottingham on Call equipment.

If you have an intruder alarm please provide your security code here:

4 Please provide the following details about your gas and electricity. You will be responsible for paying the final bill.

	Gas	Electricity
Suppliers name	<input type="text"/>	<input type="text"/>
Meter reading	<input type="text"/>	<input type="text"/>
Meter type	Card <input type="checkbox"/> Quarterly <input type="checkbox"/> Smart <input type="checkbox"/>	Key <input type="checkbox"/> Quarterly <input type="checkbox"/> Smart <input type="checkbox"/> Enviroenergy <input type="checkbox"/>

5 Notice to quit a tenancy due to the death of a tenant

Please also complete sections 3 and 4 if possible. If you do not know this information, please write 'unknown' in the relevant sections.

5a If you are the next of kin please provide details of your name and address or any other next of kin. This MUST be completed and a contact number is essential.

Your name:	<input type="text"/>
Your address:	<input type="text"/>
Your phone number:	<input type="text"/>
Your relationship to the tenant:	<input type="text"/>

Are you named as the executor in the Will? Yes No

If you are notifying us of a deceased tenant please understand rent will be payable by the estate until the notice expires. If you are the executor of the estate you are required to discharge debts owed by the estate where the estate provide adequate means to do so.

5b We need a copy of the deceased tenant's death certificate within two weeks. Or, you may tell Nottingham City Council by using the 'Tell us once' service at www.gov.uk/after-a-death.



6 Reason for ending your tenancy

Why are you ending your tenancy?

To move to:

- Another NCC / NCH property
- A housing association property
- A private rented property
- Lodgings
- Owner occupation
- Residential care
- Hostel / refuge
- Prison
- Another area
- Family home

Because of:

- Death
- Surrender
- Demolition
- Other (please specify)

What is the reason?

- Unaffordable
- Neighbours / ASB
- Feeling unsafe in the area
- Discrimination (hate crime)
- Under occupying
- Overcrowded
- Health / medical
- Moving closer to family for support
- Relationship breakdown
- Marriage / co-habiting
- Employment reasons
- To care for family member / friend
- Fleeing domestic violence
- Other (please specify)



I understand that:

- All items of furniture, carpets, other goods, belongings and rubbish from inside and outside the property will need to be removed before the keys are handed in
- I give Nottingham City Homes permission to remove and dispose of any items that have been left in the property after the key hand in date
- If costs are incurred by Nottingham City Homes for removing and disposing of these items and / or rubbish the deceased's estate may be billed for any related costs.

I will give NCH vacant possession and return all keys and fobs for the property,
no later than 12 noon on ____ / ____ / ____

For internal transfers only:

I am aware that if I do not return the keys/fobs on the specified date, I will be liable for the mesne profits for both properties from the date my tenancy at my new address began until the date I return the keys/fobs.

I also understand that if I return the keys/fobs on time, I will not be charged the mesne profits for my previous address for the period I held both sets of keys/fobs.

Tenant 1

Signed _____

Date _____

Print name _____

Tenant 2

Signed _____

Date _____

Print name _____

Next of kin

Signed _____

Date _____

Print name _____

