

Wiltshire Council – Notice to Quit a Tenancy

Please read these instructions very carefully

To Wiltshire Council:

Box 1 – write your full name

I / We

Box 1

Box 2 – write your house number, road name and postcode

Of

Box 2

Box 3 - write the date that you want this notice to start from. It must be a Monday and it cannot be a previous Monday (i.e. you cannot backdate the start of your notice)

give notice to quit the tenancy and give four weeks' notice, as specified in the tenancy agreement. The Notice starts from:

Monday the:

/

/

Box 3

Box 4 - write the date of the FOURTH MONDAY following the date in Box 3.

That will bring the tenancy to an end on:

Monday the:

/

/

Box 4

or at the expiration of the term of the tenancy, which shall expire next after the end of four weeks from the service of this Notice.

We need to receive your Notice to Quit before 12.00 noon on the date in Box 3. Otherwise the effective start date of your notice will be the Monday following its receipt. The end of your tenancy will normally be four weeks from the effective start date of your notice. **Upon Receipt of this Notice to Quit you will receive a notification from Your Neighbourhood Officer advising that the Notice has been received, if it is correctly completed and the effective date of your tenancy ending. If you do not receive this acknowledgement the dates in box 3 and 4 will not be effective and a new notice will be required to be submitted.**

You can hand your Notice to Quit in at any Council Customer facing office or post it to: **Wiltshire Council, Housing Management The Council House, Bourne Hill, Salisbury, SP1 3UZ** It is your responsibility to ensure it arrives at a Council office before 12 noon on the date in Box 3. Failure to do so will mean a later end of tenancy date, than stated in Box 4, and result in you having to pay more rent.

I / We have read these notes and understand that:

- any keys not returned before 12.00 noon on the day your tenancy ends will mean further charges. That any outstanding debts will affect my / our chances of being rehoused by the council in future.
- If this a joint tenancy, by signing this notice, the effect will be to terminate the tenancy for all joint tenants
- we authorise Wiltshire Council to enter the premises should the keys be returned before the expiry date of the Notice to Quit
- we authorise Wiltshire Council to dispose of any furniture and effects left in the property and you will be charged for the costs incurred.
- Upon receipt of this completed form we will need to arrange to inspect the property and arrange a pre-end of tenancy inspection

Box 5 - you must sign to confirm you have understood.

Box 5

Box 6 - date

/

/

Box 6

Please provide a forwarding address at which we can contact you:

Address:

Postcode:

Contact Tel No:

If you have filled in this form on behalf of the tenant, please print your name and address and state the reason why (e.g. exercising the Power of Attorney (POA)). Please note: If you have Power Of Attorney we will require a copy of your lasting Power Of Attorney Certificate. Please bring this with you or send us a copy along with this form.

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Additional Information

Council Garage

1. Do you rent a garage from Wiltshire Council? YES / NO
2. If you answered YES to question 1, please state the address of the garage:

3. Do you wish to end your garage tenancy ? YES / NO

Services to Your Home

Please confirm who supplies the following services to your property:

Gas:

Electricity:

Telephone:

Note: You will need to provide meter readings to utility companies, if there are pre-paid meters they must be a min of £2 in credit and the relevant keys / cards should be left in the property

The property has the following adaptations (please ✓ all that apply)

| | |
|--|---|
| Wheelchair adapted <input type="checkbox"/> | Wheelchair access <input type="checkbox"/> |
| Ramp access front <input type="checkbox"/> | Ramp access rear <input type="checkbox"/> |
| Level access shower <input type="checkbox"/> | Over bath shower <input type="checkbox"/> |
| Stair lift | Straight <input type="checkbox"/> Curved <input type="checkbox"/> |
| Lowered kitchen <input type="checkbox"/> | Grab rails <input type="checkbox"/> |
| Hand rails <input type="checkbox"/> | |

Reasons for ending your tenancy:

We would be grateful if you could confirm your reason for ending your tenancy by ticking the appropriate box below. This will help us in maintaining and /or improving the services we provide.

1. Buying private property in the Wiltshire area
2. Renting private property in the Wiltshire area
3. Transferring to other Council property
4. Transferring to other Council property elsewhere in the country
5. Transferring to Housing Association
6. Moving through National Mobility Scheme
7. Leaving the Wiltshire area
8. Other reasons (please specify):