

## Notice to terminate tenancy

I/we:	Name(s)
Want to give notice to terminate the tenancy of Name of tenant(s): Property address:	
Reason for terminating the tenancy:	

Please select the appropriate box below:

- I am the tenant / we are the tenants
- I hold power of attorney for the tenant(s) *(a certified copy of Proof of Lasting power of attorney is required)*
- I am the Executor of the estate/ the Personal Representative *(Proof of being an Executor or Personal Representative is required including a probate or letter of administration).*

The tenancy agreement requires me to give 4 weeks' notice, unless I am an Executor acting on behalf of a sole tenant who has died, in which case the tenancy agreement requires me to give at least 2 weeks' notice. The notice period starts on a Monday, I therefore want to end the tenancy on Sunday: [Click or tap to enter a date.](#)

I further understand:

- ❖ That, once served, I cannot withdraw my Notice to Quit.
- ❖ If the tenancy end date I have provided is wrong, the Council will contact me to confirm the correct date.
- ❖ I will be contacted to arrange a property inspection and I must allow access for this during the notice period.
- ❖ The front door keys to the property must be returned to the Council (using the key safe provided). Any remaining keys can be left in the kitchen drawer. This must be done no later than 12 noon on the Monday immediately after the tenancy ends. If I do not return the keys on time I will be charged Use & Occupation for the property.
- ❖ If the keys are returned early, I give the Council permission to enter the property and start maintenance work. I understand that I will continue to be charged rent until the end of the notice period.
- ❖ If any possessions are left in the property at the end of the tenancy, the Council will remove and dispose of all items.
- ❖ I will incur recharges for any possessions left, or repairs that are my responsibility.

Please provide your new address or correspondence address (including Post Code):

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Please confirm your contacts details:

Phone numbers:	Email address:
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I accept by submitting this form I am legally terminating this tenancy.

Signature:	Date:
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Return address:

Housing, Babergh & Mid Suffolk District Councils, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX  
 For any queries, please call 0300 123 4000