

date: 11 March 2019
your reference:
our reference: TT02A
ask for: (enter Officer)
email: info@sholland.gov.uk

Name
Address

Council Offices
Priory Road
Spalding
Lincolnshire PE11 2XE

tel: 01775 761161
fax: 01775 723496

www.sholland.gov.uk

Dear (enter name)

Termination of tenancy: (enter address)

Thank you for your notice to terminate your tenancy received on (DATE). You are required to give four weeks notice; this means that your tenancy will terminate on (DATE).

Paying the rent (and any other Housing charges)

It is important that you continue to pay your rent and service charges (if applicable) until the tenancy end date. Your weekly rent is £ XXX.

You must also clear any housing related debts outstanding including rent arrears, court costs, chargeable repairs and service charges. You currently owe £XXX for XXX.

If you pay your rent by Standing Order, this will need to be cancelled by contacting your bank directly.

Moving out

It is important that you leave the property in good condition, otherwise you will be charged for clearance and/or repairs. You should:

- make sure the property is clean and tidy, with no damage. You will be charged if we need to carry out repairs because of you altering, damaging or neglecting the property. Please leave carpets behind, we will remove these when the property is empty (at no cost to you).
- make sure the garden is clean and tidy. You should ensure that bushes are trimmed and the lawn is cut. You will be charged if we need to complete work on the garden to bring it up to our standard for the next tenant.
- remove all rubbish, furniture and possessions from your home, garden and outbuildings. You can book a 'bulky waste collection' through the Council (at a cost) if you need to get rid of any large item. You will be charged if we need to remove any belongings or rubbish from your property.
- take down and remove any structure or building within the garden that you have installed without obtaining the Councils permission. We will charge you to remove this item if it is left behind.
- leave gas and electric meter keys, and window keys on the kitchen worktop

- make sure everyone in the property has moved out – this includes animals. You will be charged for treatment of the property if fleas/similar are found.
- contact us if you wish to terminate a tenancy for a Council garage/plot.

Property Inspection

Our Housing Repairs Team will contact you shortly to arrange a time to inspect the property. Any repairs that are not due to wear and tear will be charged to you. Your Housing Officer will contact you after this appointment to discuss ways to complete the repairs yourself or the cost that you will be charged by the Council for the works. If you have any questions about this appointment, please contact the Housing Repairs Team on 01775 761161.

Handing in the keys

Please ensure that keys are returned to us (at the Council Offices, Priory Road, Spalding) by 12 noon on the Monday **DATE AFTER NOTICE EXPIRES**. Please ensure keys are labelled with your name and address. Before you return the keys, you must ensure that the property is completely cleared and cleaned.

If the keys are not received in time, the locks will be changed and you will be charged for cost of changing the locks. Please contact your Housing Officer as soon as possible if you are not going to be able to return the keys in time.

Letting your home to a new tenant

Your property will be offered to an applicant from our Housing Register before you leave. It is important that you let us know immediately of any change in your plans which might affect the expiry date of your Notice.

Please don't enter into any arrangements with the person who has been offered your property about any items that you want to leave behind such as carpets or curtains. It is our policy to remove and dispose of anything left in the property.

If you have any questions

Please contact me by phone on 01775 76XXX or email XXXX@sholland.gov.uk if you wish to discuss anything or if your circumstances change.

Yours sincerely

(PATCH OFFICER)

Housing Neighbourhood Officer