

# Tenancy Termination Form

B U R Y M E T R O P O L I T A N B O R O U G H C O U N C I L

Name of tenant (s): _____	
Present address: _____ _____	
Tel number: _____	
New / forwarding address: _____ _____	
Tel number: _____	
Mobile: _____	E-Mail: _____

**We / I hereby give Six Town Housing notice of our / my intention to terminate our / my tenancy.  
In doing this, we / I understand that:**

- We / I must give Six Town Housing four weeks notice of our / my plans to end the tenancy.
- I may be charged for the four week period, even if we/ I leave before the date given below.
- All of the keys to the property will be handed into the local housing office on or before the date given below. Failure to do this will result in the locks being changed and I will be charged for this work
- A member of staff from Six Town Housing will carry out an inspection of the property before we / I leave.
- The property will be left in a good state of repair and decoration and we / I agree to pay the cost of any unauthorised alterations carried out / damage caused. Full details of any rechargeable work apparent at the time of the inspection will be given to me. Further recharges may be identified once we / I move out.
- We / I will give Six Town Housing vacant possession of the property and leave no one in the dwelling when we / I move out.
- Six Town Housing have permission to dispose of any goods or personal items left in the property or garden, for which a charge will be made.
- Please leave the wheelie bin inside the property when you leave

**Tenant's name:** (please print) \_\_\_\_\_ **Tenant's signature:** \_\_\_\_\_

**Tenant's name:** (please print) \_\_\_\_\_ **Tenant's signature:** \_\_\_\_\_

**Next of kin's name:** (please print) \_\_\_\_\_ **Next of kin's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**We / I intend to end the tenancy on Monday,** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**We / I intend to move out on** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please tick the box if you are happy for the new tenant to view your property with a member of staff from Six Town Housing**

**Gas Supplier** \_\_\_\_\_

<b>Reason for leaving (please tick the relevant box)</b>	<b>Other local authority</b> <input type="checkbox"/>
Buying own home <input type="checkbox"/>	Moving to a Housing Association property <input type="checkbox"/>
Moving to private rented accommodation <input type="checkbox"/>	Mutual exchange <input type="checkbox"/>
Living with friends/family <input type="checkbox"/>	Moving to another Bury MBC property <input type="checkbox"/>
Management transfer <input type="checkbox"/>	Residential home <input type="checkbox"/>
Other reasons (NB. This information will be held in confidence) <input type="checkbox"/>	Death of tenant <input type="checkbox"/>
	No reason given <input type="checkbox"/>