



## Notice to terminate license for Car Parking Space/Garage

I give (minimum) 1 weeks notice to vacate the Garage/Car parking space below and will return the keys/permit to a housing office by 12 noon on Monday (date notice ends) \_\_\_\_\_

I will ensure that the garage is secure clean and cleared of all vehicles, rubbish and personal possessions on the above date.

I understand if the council has to employ a contractor to clear/clean the property and/or repair damage I will be recharged.

I understand that rent is due until the end of the notice period and action will be taken to recover any debts outstanding after this date.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Tenant details	Other details
<b>Tenant(s) name:</b>	<b>Name (if not tenant):</b> Relationship to tenant
	<b>Contact Number/Email:</b>
<b>Address of garage/car parking space:</b>	<b>Contact address/forwarding address:</b>

**Reason for termination** In order to improve our service we would be grateful if you could let us know the reason for terminating your license agreement

<input type="checkbox"/> Moving to another council property	<input type="checkbox"/> Deceased
<input type="checkbox"/> Moving out of Brighton & Hove	<input type="checkbox"/> Moving to non council property within Brighton and Hove
<input type="checkbox"/> Other: please specify	

Please return this form to your local Housing Office or **Car Parks & Garages Team, Brighton & Hove City Council, Housing Centre, Unit 1, Eastergate Road, Brighton, BN2 4QL**

### Office Use only- HCST

Please complete at reception and give tenant a receipt	Date received (stamp)
Tenants PIN number	
UPRN of CPS/Garage	
Update void sequence in OHMS- as per guidance notes	
Send original for filing	