

Notice to End a Tenancy

Notice is only valid if a tenancy end date is given and the notice is signed.

I/ We give **4 weeks notice** to vacate the property below and return all keys to a housing office by **12pm (midday) on Monday** _____

I/ We understand that if I/we do not return the keys by midday on the tenancy end date I/we will be liable for additional rent charges.

I/ We will ensure the property is secure and the property/ balcony/ loft/ garden/ outbuildings are clean and clear of all rubbish and personal belongings on the above date.

I/ We agree to leave the property clean and in a good state of repair with any unauthorised alterations corrected.

I/ We understand if the council has to employ a contractor to clear/ clean the property, repair damage and/ or correct unauthorised alterations I/ we will be recharged.

I/ We 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.

Signature		
Print name		
Date		
Tenant/s name:		
Address of tenancy:		
Telephone number/ email:		
Forwarding address		

If you have authority to complete this form on behalf of the tenant, please provide legal documentation as proof and complete the section below:

Name:	
Telephone number /email:	
Relationship to tenant:	

Under the Data Protection Act (1998) Brighton & Hove City Council may share your personal information with utility companies in the event that an outstanding bill needs to be resolved on the above property where you have been a tenant. We consider it 'fair and lawful' to provide this information under Schedule 2, 6 (1) of the Data Protection Act as the information is considered necessary for the purposes of legitimate interests pursued by us (the data controller) or a third party (utility companies).

In the event that your information is shared in accordance with the above purpose and you wish to be informed that it has been shared, please tick this box

Reason for end of tenancy (please tick)

Moving to Housing Association	<input type="checkbox"/>	Deceased	<input type="checkbox"/>
Moving out of Brighton & Hove	<input type="checkbox"/>	Council transfer	<input type="checkbox"/>
Moving to non-council property within Brighton & Hove	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Please send the completed form to:

Re-housing Team, Housing Centre, Unit 1, Fairway Trading Estate, Eastergate Road, Moulsecoomb, Brighton, BN2 4QL.

Re-housing Team use only

UPRN		PIN number/s	
Set up key register		Re-Housing Officer	

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