

## GUIDANCE NOTES ON TERMINATING YOUR TENANCY

The guidance notes are provided to help you with your move. Please read them carefully and contact our Customer Service team or your Housing Officer if you have any queries (020 8518 2400).

- Our tenancy conditions require that you give us 4 weeks' written notice that you intend to terminate your tenancy. The last day of the notice period must be a Monday
- We need to inspect the property before the keys are returned, so please contact us to make a convenient appointment
- The keys to the property must be returned to your local Housing Office by **12 noon on the Monday that the tenancy ends**. All keys, including any for sheds and garages, must be returned. Failure to return the keys by **12 noon** will result in you being charged one weeks' extra rent
- **You still have to pay the rent until the tenancy ends**
- If you wish to return keys before the Monday termination date, we are happy to accept them. Please note that by doing so you are giving vacant possession to us and are therefore giving us permission to enter the property, remove and dispose of any belongings and begin any necessary repairs
- You are responsible for leaving the property clean and free of furniture or rubbish, this includes lofts, garden areas and sheds. If you do not do so, you will be re-charged for the cost of cleaning and clearing the property. Please ensure that you clear the property of all your possessions and furniture
- Any repairs/damage which are your responsibility should also be done by you before you leave. If you do not you will be charged the cost of this.
- Please complete and return the attached "Tenant's Notice To Quit" form.
- You should also inform the following of your forwarding address:
  - Department of Work and Pensions
  - Housing Benefit Office
  - Council Tax Office
  - Gas, Electric and Water providers
  - Post Office
  - Bank

(April 2017)

**TENANT'S NOTICE TO QUIT**

**To:** London Borough of Redbridge, Lynton House, 255-259 High Road, Ilford, Essex IG1 1NY

**I**  
**of**

**Date:**

give you notice that I intend to quit and deliver possession of the premises at (address):

on **Monday** (date): .....

**(THIS DATE MUST AT LEAST 28 DAYS AFTER THE DATE THIS FORM)** and will by 12 noon on that date give vacant possession to the London Borough of Redbridge. I agree to remove all goods, articles, clothing and effects and undertake to keep the London Borough of Redbridge and its officers harmless and indemnified against all claims, action costs and expenses howsoever arising out of the removal by me of the said goods, articles, clothing and effects and out of determination by me of the said tenancy. I authorise the Council, or its Officers to have removed and destroyed anything left by me on the premises after I have returned the keys or after the above date, and similarly indemnify the Council and its Officers against all claims, actions, costs and expenses arising out of such action taken by them. I agree to pay the Council all costs due to breach on my part of the Conditions of Tenancy and in particular a breach of Section 3 "Repairs and Maintenance" and Section 8 "Ending your Tenancy".

**I will continue to pay the full weekly charge until the date of vacation. I agree to return the keys to the Orchard Housing Office, 152 Broadmead Road, Woodford Green, Essex, IG8 0AG.**

**I understand that if I do not return the keys by 12 noon on the day of vacation, I will be liable for the full weekly charge until the Monday after keys are returned.**

**I will return all necessary keys for the dwelling, including shed, gas and electricity keys/cards. If I do not I understand that I will have to pay for locks to be changed.**

**I understand that if I return the keys earlier than the official void date I am giving the Council permission to enter the property, remove and dispose of any belongings left there and begin any necessary void works.**

**I understand that I need to leave the property clean and clear and that I will be charged for clearance and for any damage caused and for making good any alterations carried out without my landlord's consent.**

Reason for leaving .....

Forwarding Address:  
.....

Tel no: .....

Email: .....

Signed:.....

**SEND FORM TO ORCHARD HOUSING OFFICE, 152 BROADMEAD ROAD,**

**WOODFORD GREEN IG8 0AG**

**020 8518 2400**