



NOTICE TO QUIT GIVEN BY TENANT

Name (Block Letters)

Address

I / We give notice to Norwich City Council to end the tenancy at the above address to take effect four weeks from the Monday following service of this notice.

Signed Dated.....

Joint tenants please note that this notice will end the tenancy even if only one tenant signs it, so that ALL tenants will have to leave

- At the end of the notice all occupants will have to leave.
- The dwelling must be left in a clean and tidy condition.
- All keys must be returned by the notice expiry date.
- The tenant end date will be confirmed in writing, please refer to the letter sent to you by the council or ask the member of staff assisting you.
- Keys to the property must be handed in by the end of your tenancy. Failure to do so will result in a lock change to be automatically ordered and you will be invoiced for the full cost.
- The tenancy will end four weeks from the Monday following service of the notice.
- If you are transferring and have an overlap of start and end dates between two properties, benefit, if applicable may be payable on both properties. Please ask for a form.
- You are required to give four full rent weeks (Monday to Sunday) notice to quit the tenancy and are liable for rent to be charged to the end of that period.
- Please be aware that the notice to quit is a legally binding document.
- If you are a joint tenant who wishes to quit the property but the other tenant does not, please be aware that the signed form is binding on both tenants. The remaining tenant has no legal entitlement to remain in the property once the notice to quit period has passed. Please seek independent legal advice before signing this document if this is the situation you are in.
- If you also rented a Norwich City Council garage you must give the council a separate notice to end the garage tenancy. Please ask for a Garage notice to quit form from the customer contact team.

By signing this document you give Norwich City Council permission to remove and dispose of items left in the property by any means the council deems appropriate and understand that you will be charged for this.

If you rent a garage you must give the council a separate notice to end your garage tenancy

Please return this form in person to City Hall or post to **Norwich City Council, Customer Contact team, City Hall, St Peters Street, Norwich, NR2 1NH.**

If you would like this information in another language or format such as large print, CD, audio, cassette or Braille please call 0344 980 3333 or email info@norwich.gov.uk

ENDING YOUR TENANCY

(Before completing this form, please read the accompanying guidance note)

Please return this form to the customer contact team at City Hall or Post to **Norwich City Council, customer contact team, City Hall, NR2 1NH**

Name of tenant(s)

.....

Current address

.....

Forwarding address

.....

Daytime telephone Home..... Work.....

When can you be contacted? Between and

Reason for ending tenancy

Moving to other council property in the Norwich area ☐

Moving to other council proper elsewhere in the country ☐

Moving to housing association ☐

Buying private property in the Norwich area ☐

Renting private property in the Norwich area ☐

Moving into care / Sheltered scheme ☐

Moving through National mobility Scheme ☐

Moving in with family or friends ☐

Leaving the Norwich area ☐

Deceased (date of death if applicable).....

Other reasons (please specify).....

GENERAL INFORMATION (Please tick or enter a number in the relevant box)

Do you know of any outstanding repairs to your property? Yes ☐ No ☐

If yes please specify

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Have you made any improvements / alterations to your property?

If yes please specify

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Were your improvements agreed with the council before work started? Yes ☐ No ☐

Which company supplies gas to your property?

Gas company telephone number Do you have a card meter? Yes ☐ No ☐

Which company supplies electricity to your property?

Electricity company telephone numberDo you have a card meter? Yes ☐ No ☐

Are you signed up to the Norwich City Council home contents insurance scheme? Yes ☐ No ☐

Do you also rent a garage from Norwich City Council? Yes ☐ No ☐

If yes please provide the address of the garage

Do you wish to continue to rent your garage from the council? Yes ☐ No ☐

In order to relet your home we will require access to show the property to new tenants. Please let us know if this may be a problem.

Property details

Bedsit ☐ Flat ☐ Floor level (0 =ground floor) Maisonette ☐ Bungalow ☐
House ☐ mid terrace ☐ End terrace ☐ Semi-detached ☐ Detached ☐

Part of a sheltered housing / Good neighbour scheme ☐

Number of bedrooms (0= bedsit) Number of living rooms (excluding kitchen)

Type of heating Gas ☐ Electric ☐ District heating ☐

Approximate size of garden (small, medium, large if applicable)

Front Back Communal Access to back ☐

Is there any rubbish or overgrown greenery in your garden? Yes ☐ No ☐

Do you receive garden visits from Mow and Grow? Yes ☐ No ☐

Not applicable – no garden ☐

General

Please indicate if the property is fitted with any of the following;

Full central heating ☐ Double glazing ☐ Kitchen upgrade ☐
Bathroom upgrade ☐ Driveway for private parking ☐ Property rewired ☐

Disabled adaptations ☐ If yes please specify

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If your property is in a block of flats, is there a lift? Yes ☐ No ☐

Does your property have a gas/ electric cooker point? (Please delete as appropriate)

Do you have any pets? Yes ☐ No ☐

If yes please specify what and how many?