Kettering Borough Council
NOTICE TO QUIT

It is very important that you read both sides of the form before you sign as this will end your tenancy with Kettering Borough Council.

I/we give four weeks notice to end the tenancy of:

…….... *(full address)*

Notice period starts Monday ……. and ends Monday ……..

I/we will leave the premises on or before noon on Monday …….

ESSENTIAL INFORMATION: Please sign below:

Tenant 1

Signed: …… Print full name: ……

Date: …… Daytime contact number: ……..

Tenant 2

Signed: …… Print full name: ……..

Date: …… Daytime contact number: …….....

Full forwarding address: ……..

Daytime contact number: …… Mobile: ……

Reason for Notice ……...

……

Please complete if NOT the tenant giving notice					
	Executor			Power of Attorney	

Signed …… Print Name …..……

Address ……

Date …… Daytime contact number……

Your Neighbourhood Manager must visit you within the next 5 working days to carry out a Pre-Void visit. This is to ensure that the details of the property are correct so that it can be relet without delay and also provides you with advice and information on how to minimise costs when moving out. Please contact your Neighbourhood Manager immediately to arrange the visit – 01536 410333.

Please return this form to: Neighbourhood Management, Kettering Borough Council, Municipal Offices, Bowling Green Road , Kettering NN15 7QX

Guidance Notes for ending a tenancy with Kettering Borough Council

What to do before this Notice to Quit expires

Please contact your Neighbourhood Manager to arrange a pre-void inspection of your property. At this visit your Neighbourhood Manager will carry out a property inspection and take an external photo to create a lettings advert for Kettering Keyways. The Neighbourhood Manager will also advise you of any recharges they believe you may incur.

The Council reserves the right to recharge outgoing tenants for:

1. any repairs or redecoration that are not considered to be fair wear and tear;
2. making good any unauthorised alterations that do not comply with management or safety requirements;
3. the removal or storage of any belongings left in the property, garden or any outbuildings.

Please ensure that all belongings, furnishings, carpets, rubbish etc, are removed from the property. This includes the loft area, gardens and any outbuildings or sheds. The property should be left in good decorative order and all fixtures and fittings left in good repair.

All keys (to include those for the property and any outbuildings) must be returned before 12 noon on the day the notice period ends, otherwise the weekly charge will continue.

Information for Executors / Administrators completing a Notice to Quit following the death of a sole Tenant

Although this form asks for 4 weeks notice to end a tenancy, Kettering Borough Council is quite prepared to end a tenancy early in the event of the death of a sole tenant. The tenancy will end on the nearest Monday to the keys being returned.

When a sole tenant has died, rent is chargeable until the end of the week in which the keys are returned. Once the account has ceased the deceased person's estate will be liable for any rent owed.

Information for tenants completing a Notice to Quit form in order to remove their name from a joint tenancy

If a joint tenant completes a Notice to Quit form this notice is binding on both parties. As such, if one tenant signs this form, the tenancy will end for both tenants.

If a joint tenant is leaving a property and the other wishes to remain, **both parties are strongly advised to discuss their circumstances with their Neighbourhood Manager before completing this form.**

NB: please note that only the Executors or Administrators of a deceased person's affairs can serve a Notice to Quit. A copy of the relevant documents will be required when a Notice to Quit is served by the Executors/Administrators.