

Notice to Quit

It is very important that you read both sides of this 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).....
The notice period starts Monday..... and ends Sunday.....
I/we will leave the premises on or before noon on Monday.....

Full forwarding address:.....
Daytime contact number:.....

Reason for Notice:

Transfer:	Under-occupation	Overcrowded	Medical	Other:.....
Deceased				
Nom to HA:	Under-occupation	Overcrowded	Medical	Other:.....
Currently in prison				
Relinquished:	Private accomm	Moving out of area	Medical	Other:.....

Please sign below:

Tenant 1

Signed: _____ Print full name: _____
Date: _____ Daytime contact number: _____

Tenant 2

Signed: _____ Print full name: _____
Date: _____ Daytime contact number: _____

Where this is a fixed term tenancy both tenants must sign this form. The tenancy cannot be ended with only one signature. If this happens we strongly advise you to get some independent legal advice.

Please complete if you are not the tenant giving notice:

Executor <input type="checkbox"/> yes/no <input type="checkbox"/> no	Power of Attorney <input type="checkbox"/> yes/no <input type="checkbox"/> no
--	---

Please note that next of kin cannot give notice unless he/she is legal executor named in the deceased's will – Only the Executor or Administrator of a deceased person's affairs can complete a Notice to Quit. Copies of relevant documents will also be required.

Signed: _____ Print full name: _____
Date: _____ Daytime contact number: _____

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

Kettering
Borough Council

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.

When your neighbourhood Manager visits they will carry out a property inspection and take an external photograph to create a lettings advert for keyways. The 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 decoration 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 outbuilding

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 with all fixtures and fittings left in good repair.

All keys and communal entry fobs, including outbuildings must be returned before 12 noon on the Monday immediately after the notice expiry date, otherwise the weekly charge will continue.

Information for Executors and Administrators completing a Notice to Quit following the death of a sole tenant

Kettering Borough Council are prepared to end a tenancy before the 4 week expiry date in the event of the death of a sole tenant.

We will end the tenancy on the Sunday before the Monday the keys are returned. The liability for the weekly rent will also end on this Sunday and the deceased person's estate will be liable for any rent arrears.

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

If one party in a joint tenancy (not fixed term) completes a Notice to Quit the whole tenancy will end for both joint tenants

If one of the joint tenant's is leaving the property and the other wishes to remain, both tenant's are strongly advised to discuss their circumstances with their Neighbourhood Manager before completing this form