

NOTIFICATION OF TERMINATION OF TENANCY OF HOUSE / GARAGE

ADDRESS OF HOUSE:	
ADDRESS OF GARAGE	
NAME OF PRESENT / DECEASED TENANT(S):	
DATE OF START OF 4 WEEKS NOTICE: (NB. Four weeks notice is your contractual obligation – not applicable in the event of death or transfer)	Monday :
DATE OF END OF TENANCY: (NB. If termination is due to the death of a sole tenant the tenancy will end on the Monday following the return of the keys to Milecastle Housing)	Monday :
FORWARDING ADDRESS:	
NAME & ADDRESS OF PERSON GIVING NOTICE, IF NOT THE TENANT:	
PRE-TERMINATION VISIT:	DATE:
CONTACT TELEPHONE NUMBER:	
KEYS WILL BE HANDED IN :	ON:
	BY:
	AT:
NAME & ADDRESS OF SUPPLIER:	GAS:
	ELECTRIC:

The rent account at the end of the tenancy has a balance of £_____. I agree that this figure is the correct amount. I agree to repay the debt outstanding by £_____ each week/month.

Signature : _____ Dated : _____

Milecastle Housing will make a charge for any necessary cleaning, the removal of furniture and other effects left at the premises. If there are any repairs that are caused by wilful damage or neglect you may be recharged for the cost of replacing these items.

I accept the terms of this termination

Signature : _____ Dated : _____

General Information on Termination of Tenancy

1. Rents – If a tenancy is being terminated following the death of a tenant, rent will be charged at the full rate from the Monday following date of death. (Please contact our Rent Section with any queries – Hexham Office on 01434 611400, Prudhoe Office on 01661 832281).

Overpaid rent will be refunded after final property inspections. Any rent credit will be deducted from the cost of any necessary rechargeable repairs. Requests for refunds should be addressed to Milecastle Housing, Beaufront Park, Anick Road, Hexham, NE46 4TU.

2. Tynedale Council provide a Bulk Refuse service, including the free removal of fridges/freezers. Please contact Tynedale Council on 01434 652121 for further details. Milecastle Housing will make a charge for any bulk refuse left behind after the tenancy ends.
3. Keys – 2 front door and 2 back door keys should be returned at a minimum. Milecastle Housing reserve the right to change the locks and recharge you.
4. Extension of 4 week notice period – Tenants who have given 4 weeks notice can extend this period on a week to week basis by contacting the respective Housing Officer at the Hexham Office on 01434 611400 or the Prudhoe Area Office on 01661 832281.

5. Useful numbers :

Council Tax Enquiries : Tynedale Council 01434 652121

Housing Benefit Enquiries : Tynedale Council 01434 652121

6. Addresses for return of form :

Milecastle Housing, Beaufront Park, Anick Road, Hexham, Northumberland, NE46 4TU

Milecastle Housing, 76 Front Street, Prudhoe, Northumberland, NE42 5PU

Milecastle Housing, 1 Thirlwell Place, Haltwhistle, Northumberland, NE49 9AB