



East Renfrewshire Council

Termination of Tenancy Form

Please return this completed form to:

East Renfrewshire Council
Housing Services
211 Main Street
Barrhead
G78 1SY

or email to:

housingallocationenquiries@eastrenfrewshire.gov.uk

OFFICIAL USE ONLY

Date form received: _____

Address _____

Pre-Term Visit
(Date & Time) _____

1. Do you have Home Contents Insurance with East Renfrewshire Council Yes No

2. Who is the electricity supplier? _____

What type of electricity meter do you have?

Running Pre-Payment Smart

3. Who is the gas supplier? _____

What type of gas meter do you have?

Running Pre-Payment Smart

4. Does the property have a secure door entry system Yes No

What type of entry system do you have?

Key Metal Fob Plastic Fob

5. Does the property have a cellar? Yes No

6. Do you rent a lock up or garage site from East Renfrewshire Council Yes No

If yes, please provide site address: _____

7. How many steps are there to the property's front door? _____

8. What type of bathing facility does the property have?

Bath Overhead shower Level access shower Wet room

9. Are there any internal or external disabled adaptations in the property? Yes No

If yes, please provide details: _____

PERSONAL STATEMENT

Dear Sirs,

I here by intimate I intend to terminate my tenancy of the following address, and undertake to return all keys and give vacant possession of the house from this date. The statutory period of notice required is 28 days, and I am liable for all rental charges until the expiry of this period of notice.

Address _____

Property Type _____ Floor Height _____

Number of Bedrooms _____ Termination Date _____

Reason for leaving _____

Forwarding Address _____

Correspondence Address _____

Contact Telephone Number _____ Contact Email Address _____

DECLARATION

I/We, having read and understood the statement above and the notes overleaf, confirm I/We wish to terminate my/our tenancy. All tenants should sign.

Signature(s) of Tenant(s) _____

Print Name _____ Date _____

Signature(s) of Tenant(s) _____

Print Name _____ Date _____

Witness Signature _____

Print Name _____ Date _____

Address _____

PLEASE NOTE

It is part of East Renfrewshire Council Housing Service standard procedure to undertake an inspection of a tenant's home before they leave.

The purpose of the inspection is to allow the Council to determine the extent of any repairs that are required to your home in preparation for the new incoming tenant. It will also permit the Council to identify any repairs that are chargeable to yourself, for example as a result of damage.

Please note should you fail to provide access, the Council has a legal right, under the terms of your tenancy agreement (paragraph 5.12), to gain entry to your home for the purpose of a housing inspection. If we are refused access, we have a right to make forcible entry. In the event that entry is forced, you will be liable for any damage caused.

The property must be cleared of all items including floor coverings and the garden left clear of household items. Failure to do so will result in a recharge to you for the cost of removal.

ADVICE AND INFORMATION

1. As soon as the keys are received by the Housing Division, your tenancy will be deemed to be terminated and all goods remaining in the dwelling will be considered to have been abandoned.

In this event, all goods remaining in the dwelling will be disposed of, and a charge will be raised against the outgoing tenant(s) for this.

Additionally, you should be aware that any damage, neglected or unapproved repairs/alterations will be rectified by the council at full cost to the outgoing tenant. If this is identified during a pre-termination inspection, you will be advised.

2. Access arrangements are not required if keys are handed in with this form.
3. The responsibility to arrange for the disconnection of supplies etc., rests with the tenant. Whilst the council will take meter readings once you leave, it is in your own interest to contact your gas, electricity and telephone supplier to ask them to arrange for final readings. You should also remember to arrange for your mail to be redirected.
4. Your tenancy agreement states that you must give 4 weeks notice to terminate your tenancy. The period of notice does not start until we have received the Termination of Tenancy Form.

In the event of a death the 4 week notice is not enforced.

इस सूचना-पत्र में उल्लेखित सूचना यदि आप हिन्दी अनुवाद में चाहे तो कृपया सम्पर्क करें।

如果您想得到该资料所含信息的译文，请联系：

ਜੇ ਤੁਸੀਂ ਇਸ ਲੀਫਲੈਟ ਵਿਚ ਦਿੱਤੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਇਸੇ ਸੰਪਰਕ ਕਰੋ।

اگر آپ اس لف ایت میں درج معلومات کا ترجمہ اپنی زبان میں چاہتے ہیں تو ہم سے رابطہ کریں

If you would like the information contained in this form translated or you require this form in large print or braille, please telephone Customer Services on 0141 577 3001