



Termination of Tenancy Form

Tenancy Details	
Agreed Tenancy End Date	

Tenant Details	
Tenant Name(s)	
Current Address (Property being Vacated)	
Contact Telephone Number	
Email Address	
Forwarding Address Please provide a forwarding address wherever possible. This enables us to contact you regarding any outstanding balances, refunds or other tenancy-related matters following the end of your tenancy.	
If acting on behalf of the tenant, please provide the name and address of the Executor or Attorney under a Power of Attorney.	

Reason for Termination	
<i>Please tick one option</i>	
☐	Standard Termination (Minimum 4 weeks' notice required)
☐	Transfer to another Rugby Borough Council Property
☐	Death of Tenant

Reason for Leaving*Please tell us why you are ending your tenancy*

☐	Purchasing my own home
☐	Moving to Private Rented Accommodation
☐	Moving to another Social Housing Provider
☐	Transfer to another Rugby Borough Council Property
☐	Moving in with Friends or Family
☐	Residential Care/Support Accommodation
☐	Employment or Education Reasons
☐	Financial Reasons
☐	Death of Tenant
☐	Other (please specify)

Customer Feedback

Is there anything Rugby Borough Council could have done, which may have prevented you from ending your tenancy?

Utility Information**Current Gas Supplier****Current Electricity Supplier****Before You Leave** *Please ensure that:*

☐	The property is cleared of all personal belongings
☐	The property and garden are left in a clean and reasonable condition.
☐	Utility providers have been informed of your move.
☐	Any outstanding rent or housing-related charges have been paid or an arrangement has been agreed.
☐	A forwarding address has been provided.
☐	All keys have been returned to Rugby Borough Council.

Please note that charges may apply where the Council is required to remove belongings, clear rubbish, undertake additional cleaning or rectify tenant damage.

Important Information
Standard Termination A Minimum of four weeks' notice is required.
Transfer to Another Rugby Borough Council Property You will continue to be charged rent on both properties until the keys to your former property have been returned.
Death of Tenant A minimum of four weeks' notice is required. Rent charges will continue until: • All keys have been returned. • A copy of the Death Certificate has been provided. • Evidence of authority from the Executor or Attorney has been supplied where applicable.

Tenant Responsibilities
I understand and agree that: 1. I am responsible for clearing the property of all belongings before returning the keys. 2. Any items left in the property after the tenancy ends may be removed and I may be charged for the cost of doing so. 3. I am responsible for ensuring all rent and associated housing charges are paid, or that an acceptable repayment arrangement has been agreed. 4. I remain liable for rent and tenancy-related charges until all keys have been returned to Rugby Borough Council. 5. All keys must be returned to the Town Hall by 12 noon on the agreed tenancy end date, or by 12 noon on the next working day if the Town hall is closed. 6. If I receive Universal Credit, Housing Benefits or other benefits, I am responsible for informing the relevant organization of my change of address.
Information Sharing and Privacy Notice
The information provided on this form will be used by Rugby Borough Council to process the termination of your tenancy, manage your Housing account and prepare the property for re-letting. Relevant information may be shared with other Rugby Borough Council services, where necessary, to maintain accurate records and administer Council services. This may include: • Council Tax Services • Electoral Registration Services • Housing Benefits and related Support Services Information shared may include your forwarding address and tenancy termination date. Your personal information will be processed in accordance with data protection legislation. Further information about how Rugby Borough Council collects, uses and protects personal information can be found in the Council's Privacy Notice.

Vacant Possession Declaration	
I understand that ending my tenancy requires me to return the property to Rugby Borough Council with vacant possession. By signing this form, I confirm that: • I have removed all of my belongings from the property (unless otherwise agreed in writing with the Council). • No other person is living at, occupying, or storing belongings in the property. • I have not given permission for any person to remain in the property after my tenancy ends. • All keys, fobs and access devices will be returned to the Council. • I understand that returning the keys alone does not end my responsibility to provide vacant possession. • I understand that if any person remains in occupation of the property after my tenancy has ended, or if possessions are left behind, I may be liable for any costs incurred by the Council in recovering possession of the property and clearing any remaining items.	
Declaration	
I declare that the information provided on this form is true, accurate and complete to the best of my knowledge. I understand that Rugby Borough Council will use this information to process the termination of my tenancy and may share relevant information with other Council Services as outlined in the Information Sharing and Privacy Notice above.	
Signature	Date
Tenant Signature:	
Executor/Attorney Signature (where applicable):	
Officer Signature:	

Please return this completed form to Housing Services at:

Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR

FOR OFFICE USE ONLY			
Rent Account Number			
Termination Type			
Date Notice Received		Tenancy End Date	
Keys Returned	☐	Yes	☐ No
Date Keys Returned			
Officer Processing Termination			