



## East Devon District Council Termination of Tenancy

Please complete this Termination of Tenancy form in full and return to EDDC, Blackdown House, Border Road, Heath Park Industrial Estate, Honiton, EX14 1EJ.

Failure to complete the Termination of Tenancy form in full will result in your termination being refused.

To end your tenancy you must give 4 weeks' notice, in writing or by e-mail.

If we receive your notice on a Monday it will be taken from that day, notice received from Tuesday onwards will be taken from the following Monday.

Please be aware tenancies will not end until your notice has been received by writing or e-mail and keys are placed in the key safe.

Failure to place keys in the key safe or vacate the property following the notice expiration will result in the weekly rent continuing to be charged and possible legal action being taken against you and/or any occupiers.

### 1. Tenant and Property Details

Tenant 1	
Tenant 2	
Address	
Contact Number	
E Mail	
Forwarding Address or NOK Address	

Blackdown House, Border Road, Phone: 01395 516551  
Heathpark Industrial Estate, Email: [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk)  
Honiton, EX14 1EJ [eastdevon.gov.uk](http://eastdevon.gov.uk)  
DX 48808 Honiton [@eastdevon](http://@eastdevon)

Download the free East Devon App to access council services at [eastdevon.gov.uk/app](http://eastdevon.gov.uk/app)

New Landlord Details (if applicable)	
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2. Termination Date

I/We would like to terminate the tenancy at the above address from the following date:
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3. Notice for Joint Tenants

<p>Notice for joint tenants          I understand by terminating this tenancy I do so in relation to all other joint tenants or those living at the property.</p> <p>Signature: ..... Date: .....</p>
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4. Notice for those Terminating due to Bereavement

<p>If you are terminating a tenancy due to bereavement, then a valid copy of one of the following must be provided:</p> <ul style="list-style-type: none"> <li>• Death Certificate</li> <li>• Proof of Next of Kin</li> <li>• Proof of Court of Protection</li> <li>• Power of Attorney</li> </ul> <p>4 weeks' notice will be taken from the Date of Death, and please be aware that any benefits will be stopped from the date.</p> <p>Any outstanding rent must be settled from the deceased estate. Please contact the Housing Rental's team on 01395 517444 if you have any queries</p>
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5. Reason for Giving Notice

Moving to another Council or HA		Unsuitable for medical health	
Moving to private rent		Under occupation	
Buying a property		No longer needing support	
Death of a tenant		Moving closer to work	
Unaffordable rent		Moving closer to family	
Anti-Social Behaviour issues		Moving in with partner	
Overcrowding		Other	

6. About your Property

Is Your Property Sheltered Housing?	Yes	No	Key Safe Number
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House	Flat	Maisonette	Bungalow	Bedsit
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Number of Bedrooms	1	2	3	4	5
Floor Level	1		2		3

7. Property Characteristics – please tick if applicable

Ramps or level access		Shower over the Bath	
Wheel chair adaptations		Wet Floor Shower	
Off Road Parking		Stair Lift	
Private Garden		Grab Rails	
Shared Garden		Outside Storage Shed	
Downstairs Toilet		Shed/Green House	
Downstairs Bathroom		Separate Dining Room	

8. Heating and Meters

Please tick below your current source of heating.

Gas Central Heating		Storage Heaters	
Solid Fuel		Electric Central Heating	
Oil		Air Source Heating	

Please give details below of your current gas and electric meter type and supplier.

Electric Meter Type		Electric Supplier	
Gas Meter Type		Gas Supplier	

9. Garages

Do you rent a council garage: Yes/No

Address of your garage.....

Will you be terminating your garage licence: Yes/No

10. Vacant Possession

You are required to give East Devon District Council vacant possession when you leave the property, i.e. no-one should be left in the property.

Anyone remaining in the property will be an unlawful occupant who EDDC will take appropriate action against.

EDDC will take appropriate action against you, as well as the occupant remaining in the property.

11. Disposal of Effects

I understand that I will be recharged if East Devon District Council has to remove any items left in the property, including items left in the loft, garden sheds or any other address connected to the outgoing tenancy.

I authorise East Devon District Council to enter the above property on or after the tenancy end date to dispose of any unwanted items and understand that I will be recharged for the disposal of any items.

I agree to and indemnify East Devon District Council against any claim whatsoever arising from the loss or damage of those articles.

Signature: ..... Date: .....

Signature: ..... Date: .....

12. Declaration Signature(s)

I have read and understood the Termination of Tenancy form and completed the form to the best of my ability and I am aware that I need to leave the property secure, a key in the key safe provided and leave any other keys including door entry keys/fobs on the kitchen work top.

Signature 1: ..... Date: .....

Signature 2: ..... Date: .....