



Final Termination of Council Tenancy

Housing

Swindon Borough Council
Civic Offices, Euclid Street
Swindon SN1 2JH
Tel: (01793) 463181
Email: parking@swindon.gov.uk
Web: www.swindon.gov.uk

Please send the completed form to Director of Housing, Swindon Borough Council, Housing, Civic Offices, Euclid Street, Swindon, SN1 2JH

Please note, at least four weeks notice must be given (in accordance with your tenancy agreement), and rent is payable to the end of this period and thereafter until all the keys are handed into the Housing Department. A shorter period may apply in extenuating circumstances e.g. disabled tenants or in cases of bereavement. Please note housing benefit ends immediately on death and full rent is payable thereafter.

I/We undertake to give vacant possession of the premises and ensure that it is left in good repair and in a clean and tidy condition. If repairs or rubbish clearance are carried out you will be charged the cost of the works.

I/We hereby disclaim ownership of any furniture, effects, documents etc., which are left on the premises after the expiry date of this notice, and authorise the Council to dispose of such items as they see fit.

I/We indemnify the Council against any such action, proceedings claim, cost and demand which may be brought, taken or made against the Council arising out of the disposal of the said furniture, effects, documents etc.

I/We hereby give notice my/our tenancy will end on Monday of the Property below * and will return my /our keys no later than this date.

Name: Name:
(Tenant) (Tenant)

* Tenancy Address:

Day Time Tel. No: Mobile No: E.Mail

Garage Address:
(if applicable)

Reason for Terminating Tenancy:

New Address / Correspondence:

Signed: Signed:

Relationship to Tenant Date:
(if applicable)

(Both Joint Tenants or Tenants Representatives to sign please)

Should you decide to cancel this termination form, please telephone the above number as soon as possible.

Data Protection
The information you provide will be used to amend tenancy and financial data and may be shared with other departments of the Council, if appropriate.

NOTICE / / K QTY..... DATE REC'D / /

You are strongly advised to seek independent advice about this termination.

You can get help from:-

Advice Agencies in Swindon

Wiltshire Law Centre Temple House 115 Commercial Road	Visit Mon - Fri Phone Mon – Fri	9.30 - 1.00 9.30 - 5.00	486926
Swindon & District Advice Bureau 1 Faringdon Road	Phone Mon – Fri Drop in Mon, Tues, Thurs, Fri	10.00 - 4.00	0845 0505155
Age Concern Swindon 14 Milton Road	Mon, Wed, Fri Phone Mon – Fri	10.00 – 12.30 10.00 - 4.00	692166

Local Advice Points

Millen Advice Point 55 Manchester Road	Wed. Fri.	12.00 – 3.00 10.00 – 12.30	611800
Parks Advice Point 70 Cavendish Square	Mon – Fri.	9.30 – 3.30	487934
Stratton Advice Point Upper Stratton Library Beechcroft Road	Thurs.	10.00 – 12.00	464495
Walcot Advice Point Walcot Centre, Essex Walk	Mon – Fri	9.00 – 10.00	693669
West Swindon Advice Point 15 Gainsborough Way Freshbrook	Mon & Wed	10.00 – 12.00	871303 or 873543

Schedule Prescribed Information

1. If a tenant or licensee does not leave the dwelling, the landlord or licensor must get an order for possession from the court before the tenant or licensee can lawfully be evicted. The landlord or licensor cannot apply for such an order before the notice to quit or notice to determine has run out.
2. A tenant or licensee who does not know if he has any right to remain in possession after a notice to quit or a notice to determine runs out can obtain advice from a solicitor. Help with all or part of the cost of legal advice and assistance may be available under the Legal Aid Scheme. He should also be able to obtain information from a Citizens' Advice Bureau, a Housing Advice centre or a returning officer.