



Final Termination Of Garage Tenancy

Housing

Swindon Borough Council

Civic Offices
Euclid Street
Swindon SN1 2JH
Tel: 01793 445503
Web: www.swindon.gov.uk

Please **bring** the completed form with the keys to the Post Box outside the Swindon Borough Council Civic Offices on Euclid Street Swindon SN1 2JH

Please note, at least one weeks notice must be given (in accordance with your tenancy agreement), and rent is payable until the keys are returned to the council.

Please do not return keys by post.

Garage address: _____

I hereby give notice my garage tenancy will end on Monday _____ and will return my keys no later than this date.

I undertake to give vacant possession of the premises and ensure that it is left in good repair and in a clean and tidy condition.

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

If repairs or rubbish clearance are carried out, you will be charged the cost of the works. I also accept I will be charged for the cost of a new lock if I fail to return the garage keys.

I 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 vehicle, tools, effects, documents etc.


Name: _____

Home Address: _____

Reason for terminating garage tenancy:

Signed: Contact Phone Number.....

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 your tenancy and financial data and may be shared with other departments of the council, if appropriate.

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