

Ashford Borough Council
International House
Dover Place
Ashford
Kent
TN23 1HU

NOTICE TO VACATE (DWELLING)

IN ACCORDANCE WITH MY TENANCY AGREEMENT, I

HEREBY GIVE 4 WEEKS NOTICE OF MY INTENTION TO VACATE MY PROPERTY

Name of Tenant			
Address of the dwelling you are vacating			
Telephone Number(s)	Home:	Work:	Mobile:
Do you rent a garage from us	Yes <input type="checkbox"/>	If yes please give the garage address(es)	No <input type="checkbox"/>

Current Property Information					
Property Type	House <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Flat <input type="checkbox"/>	Maisonette <input type="checkbox"/>	Studio Flat <input type="checkbox"/>
Number of bedrooms	studio <input type="checkbox"/>	1 bedroom <input type="checkbox"/>	2 bedrooms <input type="checkbox"/>	3 bedrooms <input type="checkbox"/>	4 bedrooms <input type="checkbox"/>
If a flat, which floor is it on?	Ground <input type="checkbox"/>	1st <input type="checkbox"/>	2nd <input type="checkbox"/>	3rd <input type="checkbox"/>	4th <input type="checkbox"/> 5th <input type="checkbox"/>
Does Your Property have a Garden?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If your property is a flat, is there a lift?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
What type of heating system does your property have?	Gas C/H <input type="checkbox"/>		Electric <input type="checkbox"/>	Solid Fuel <input type="checkbox"/>	Oil <input type="checkbox"/>
Does your property have PV Solar Panels Installed	Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Lifeline fitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the property have mains drainage	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*The Lifeline should be returned to Ashford Borough Council, it should include: the lifeline unit, a black power cable, a long white lead and a short white lead.

Does Your Property Have any adaptations?			
Flush Floor Shower	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Step In Shower Yes <input type="checkbox"/> No <input type="checkbox"/>

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Hand Rails	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Bath Pole	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ramps	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Lever Taps	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Widened Doors	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there any steps to your property	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Who is your current Gas provider?	
Who is your current Electricity provider?	

Please leave meter keys in the property when applicable.

New Property Details	
New Address	
Telephone No.	
Reason for Moving:	

I, the undersigned give 4 weeks notice of my intention to quit, and deliver up vacant possession of the dwelling.

Today's date _____

Date on which my tenancy will terminate _____

(the date entered above must be a Monday, 4 weeks after the date that you notify us of your intention to terminate your tenancy)

All the keys and line life for the property must be returned to the Council before 12 noon on the date your tenancy terminates otherwise you will be charged rent for that week.

I confirm that I will allow prospective tenants to view the property prior to my vacation. I accept that any belongings found within the property, loft, garden or outbuildings including carpets or flooring not installed by the Council at the end of the tenancy will be treated as abandoned and disposed of accordingly. I understand that the Council will charge for the cost of any such disposal at following rates.

	Base cost (£)	Admin fee @ 12.5% (£)	VAT @ 20% (£) (Due on Admin fee)	Total (£)
Category 1	100.16	12.52	2.50	115.18
Category 2	242.75	30.34	6.07	279.16
Category 3	331.98	41.50	8.30	381.78

I understand that it is my sole responsibility to ensure that all the keys to the property are returned to the Council and that I must obtain a receipt for them.

I also understand that proof of posting is not proof of receipt and that if I do not have a Council receipt for the keys and the Council does not have a record of receiving the keys additional weekly rental charges may apply and a further charge may be made for costs associated with action taken to repossess the property.

I also understand that if I have a life line at the property and fail to return the unit (and associated power cables and wires) I will be recharged the cost of a replacement unit.

I can confirm that where I do not have a Council receipt and the Council does not have a record of receiving the keys, I agree to pay the associated additional costs.

Are you in receipt of Housing Benefit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Please read the section below)	

If you have ticked 'Yes' to the above please note the following:

Housing Services are legally obliged to notify Benefit Services of your intended vacation date and with effect from this date your entitlement to Housing Benefit will cease. If your situation changes and you need to retract or extend your Notice to Vacate you must notify Housing and Benefit Services immediately and they will advise you if you need to complete a new claim form.

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Please note as your Landlord we will advise any utility companies that provide the property with gas, electric, oil or water of your start and end dates of your tenancy and also provide them with your forwarding address.

Tenants Signature		Date	
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Are you aware of any outstanding repair issues on your current property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		