



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

Tel: 01233 330688

**NOTICE TO VACATE (DWELLING) PARTNER REMAINING AT PROPERTY**

IN ACCORDANCE WITH MY TENANCY AGREEMENT, I HEREBY GIVE 28 DAYS 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"/> No <input type="checkbox"/>	If yes please give the garage address(es)	

I presently hold a joint interest in this property with my Partner :-

Partners Full Name .....Who wishes to remain in the property.

Please list below all adults and children who will remain in the property.

Remaining Occupants					
Title	First Name	Last Name	Date of Birth	Male or Female	Relationship to you


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"/>	
Lifeline fitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does the property have mains drainage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Please provide your forwarding address:-

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

I, the undersigned give 4 weeks notice of my intention to quit,

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)

I understand that I am jointly responsible for any rent arrears on the account up to the date of transfer.

I understand that I will have no legal interest in the tenancy from the termination date forward.

**THIS DOCUMENT CAN BE MADE AVAILABLE IN LARGER PRINT**

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.

Tenants Signature		Date	
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