

Notice to end your tenancy

I (your name)

give you notice that I want to end my tenancy at (address of the property you are leaving):

The tenancy will end at midnight on Sunday.
You have to give four full weeks' notice.

I understand that I must deliver the keys to the property to you before 12 noon on Monday (the day after my tenancy ends).

My new address will be:

I am ending the tenancy because (please tick):

- | | |
|--|--|
| I am transferring to another Barnsley Council property <input type="checkbox"/> | I am moving to a private rented property <input type="checkbox"/> |
| I am transferring to another authority council property <input type="checkbox"/> | I am moving to a housing association property <input type="checkbox"/> |
| I am moving to an owner-occupier property <input type="checkbox"/> | I am moving into residential care <input type="checkbox"/> |
| The tenant has died <input type="checkbox"/> | I am moving in with family or a partner <input type="checkbox"/> |
| | Other <input type="checkbox"/> |

Tenant's next of kin:

Name:
Address:
Phone number:

Property information

The property is a (please tick):

- house lower flat bedsit
upper flat bungalow It has bedrooms.

What bathing facilities does the property have? Please tick all that apply.

- Bath Shower over bath Level-base shower

Does the property have a downstairs toilet? Yes No

Are there any other adaptations or special features?

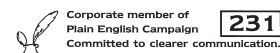
What type of heating is in the property? (Please tick.)

- Gas Electric Solid fuel District

Before your tenancy ends, we will need to inspect your home. Please tell us how to contact you to arrange this.

Declaration

- 1 I understand that it is my responsibility to clean and clear the property before I leave and put right any damage I have caused. I agree that you can charge me for the cost of cleaning, clearing or repairing damage.
- 2 I understand and agree that you may pass on my new address to any statutory organisation (such as South Yorkshire Police or gas companies).
- 3 I have read and understand the leaflet 'Ending your tenancy', and the advice notes on the back of this notice. I understand the outcome of giving up a council tenancy.
- 4 I understand that you may find a new tenant for the property before my tenancy ends. This may include advertising the property.
- 5 I understand you may share my information with other agencies to detect and prevent fraud.



Berneslai Homes Limited is a company controlled by Barnsley Metropolitan Borough Council. A company limited by guarantee, registered in England and Wales, number 4548803. Registered Office: Springfield House, Springfield Street, Barnsley, S70 6HH. www.berneslaihomes.co.uk

Signature Name

Signature Name

Date I gave notice: / /

Witness

Signature Name Date / /

Place of work

For office use only

Date the notice was given: / / Actual date the tenancy ended: / /

Date we received the keys: / / Rent account balance: £

Number of keys received: Has Housing Benefit been told? Yes No

Information about ending your tenancy

Clearing your property

You must leave the property and garden in a clean and tidy condition. If you do not leave the property and gardens in a clean and tidy condition, we will charge you for the cost of clearing and cleaning. The current cost is £35 a hour.

If you leave any belongings in the property, we will assume you do not want them and we will clear them out.

Turning off services

Please remember to turn off your gas, electric and water before you hand the keys in. It is also your responsibility to read the meters and give the suppliers your new address.

Homelessness and ending your council tenancy

You should be aware that, by leaving your council accommodation, you are giving up a secure tenancy.

This means that if you move into less secure accommodation (for example, lodgings or a private rented property) and you are then asked to leave this accommodation but have nowhere else to live, you may not be eligible to be immediately rehoused by the council. If you are classed as 'intentionally homeless' the council will only have a duty to give you advice and temporary accommodation (such as bed-and-breakfast accommodation).

You can reapply for council housing but you will have to join the housing register. This means you may have to wait for a long time before you are offered a property.

Remember:

- If you move into someone's home as a lodger, you have no secure rights and can be asked to leave at any time.
- Private lettings are usually six-month tenancies. This means that your landlord can ask you to leave at the end of this six months if they give you a valid notice. Private lettings are clearly not secure for you or your family.

If you decide to take a private tenancy, you should make sure that you can afford to pay the rent. Private rents are usually a lot higher than council rents. Even if you receive benefit you may not receive Housing Benefit to cover the whole of the rent. You should contact the Borough Treasury and fill in a pre-tenancy determination form. The Borough Treasury will then be able to tell you how much Housing Benefit you could receive. However, you may receive less than this amount.

You should not take a private tenancy without making sure you can pay the rent set out in the contract.

Before ending your council tenancy, you should discuss the matter with a housing advisor at Wellington House (phone: 01226 773870).

If you need help filling in this form, please ask one of our staff or call Customer Services on 01226 772720.

আপনার যদি এই তথ্য বোঝার জন্য সাহায্যের প্রয়োজন হয়, তবে অনুগ্রহ করে আমাদের কোন একজন স্টাফকে জিজ্ঞাসা করুন, অথবা গ্রাহক পরিসেবায় যোগাযোগ করুন, টেলিফোন 01226 772720

اگر برای درک این مطالب نیاز به کمک دارید، از یکی از کارکنان ما کمک بخواهید، یا با بخش خدمات رسانی به مشتریان ما تماس بگیرید، شماره تلفن 01226 772720

अगर आप इस जानकारी को समझने में सहायता चाहते हैं तो कृपया हमारे किसी कर्मचारी से पूछें, या उपभोक्ता सेवा, टेलीफोन 01226 772720 पर संपर्क करें

اگر آپ کو ان معلومات کو سمجھنے کے لئے مدد کی ضرورت ہے، تو براہ مہربانی ہمارے عملے کے کسی رکن کو پوچھیں، یا کسٹمر سروسز سے رابطہ کریں، ٹیلیفون 01226 772720

Jeśli nie rozumieją Państwo tych informacji i potrzebują pomocy, mogą Państwo poprosić o pomoc któregoś z naszych pracowników lub zadzwonić pod numer telefonu: 01226 772720 (Biuro Obsługi Klienta)

اذا كنت بحاجة للاستفسار عن هذه المعلومات، رجاء اطلب المساعدة من احد الموظفين او اتصل بخدمات الزبائن على الرقم 01226772720

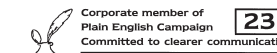
Если вам требуется помощь в понимании этой информации, обратитесь к нашим сотрудникам или позвоните в Отдел обслуживания клиентов по телефону 01226 772720.

如果您需要协助，以便更好地了解该信息，请与我们联系，或致电客户服务：01226 772720。



A fresh approach to people, homes and communities

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Visit our website www.berneslaihomes.co.uk



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