

Tenancy Services  
Ipswich Borough Council  
Grafton House 15-17 Russell Road  
IPSWICH IP1 2DE  
Telephone: (01473) 432000



**NOTICE TO QUIT  
A GARAGE**

I wish to end my tenancy of my garage number:

at:

Ending on Sunday (date):

The date given above must always be a Sunday and be one week after today's date.

I understand that if I want to give less than one weeks notice I must get permission from the Council first.

I understand that I must pay all rent and charges up to the date given above.

I agree that the garage will be **emptied and clear of all belongings** before keys are handed back to Ipswich Borough Council, failure to do so will result in Ipswich Borough Council charging me for the clearance.

If you are moving to a new address, please give details below:

.....  
.....  
.....

Name.....

Signature.....

Today's Date .....

This form can either be sent to Grafton House, 15 -17 Russell Road, Ipswich, IP1 2DE or emailed as an attachment using the following email address: [tenancy.services@ipswich.gov.uk](mailto:tenancy.services@ipswich.gov.uk)

Keys must be returned by the last day of your tenancy to Grafton House 15 -17 Russell Road, Ipswich, IP1 2DE via the letterbox located at the right - hand side of main entrance and must be in a labelled envelope