

Notice to Quit



IPSWICH
BOROUGH COUNCIL

I wish to end the tenancy of (address):

.....

Please be aware that this notice is a legally binding document. Failure to sign this notice will mean it is invalid, the tenancy will not end and weekly rent charges will continue to be due.

You are required to place a tick in the appropriate box below:

- I am the tenant of the above address
- I hold Power of Attorney for the tenant of the above address (documentary proof required)
- I am the Executor of the Estate of the deceased tenant for above address (documentary proof required)

- You are required to give four full weeks (Monday to Sunday) notice to quit the tenancy.
- The tenancy will end four weeks from the Monday following service of this notice. The tenancy end date will be confirmed in writing, please refer to the letter sent to you by the council.
- The rent will continue to be payable up to the end of the tenancy.
- The property must be left in a clean and tidy condition, clear of all belongings, carpets, laminate flooring and all other fixtures and fittings that are not maintained by Ipswich Borough Council e.g. curtain rails, shelves, light fittings etc. **(If anything is left there may be a charge for its disposal)**
- I give authority to Ipswich Borough Council to dispose of any furniture/effects at their discretion following the end of this tenancy. **(There may be a charge for its disposal)**
- At the end of the tenancy all occupants will have to leave.
- Joint tenants please note that this notice **will** end the tenancy even if only one tenant signs it.
- Keys must be returned to Ipswich Borough Council by the notice expiry date. Failure to return the keys will result in a lock change to be automatically ordered and you will be invoiced for the full cost. Keys can be returned in enclosed envelope labelled with property address to:
 - The letter box at Grafton House, 15 -17 Russell Road, Ipswich, IP1 2DE including **Out of Hours** - or
 - For vacating **sheltered housing tenants**, to the Scheme Manager

If you are an Executor or hold Power of Attorney please give your name, address and contact details

If you are the tenant, please give your forwarding address:

Contact number/s:

Print name:

.....

.....

Signed:

Date:

.....

Additional Information

The current gas supplier is:

Meter Type – Quarterly Key or Card Smart Meter

The current electric supplier is:

Meter Type – Quarterly Key or Card Smart Meter

I give my consent for my forwarding address and contact telephone number to be passed to the utility company(ies) listed above.

Contact number/s:

Print name:

.....
.....

Signed:

Date:

.....

For information on how we protect your personal information please visit www.ipswich.gov.uk/privacy