**Notes and Conditions**

Please complete the attached form and return it to:

The Council of the Isles of Scilly, Housing Department, Town Hall, St Mary’s, Isles of Scilly, TR21 0LW, or email to [housing@scilly.gov.uk](mailto:housing@scilly.gov.uk)

As part of the termination of your tenancy there are a number of things that need to be undertaken prior to your return of the keys to the Council of the Isles of Scilly Housing Department, these are listed below:

• Inform your utility providers that you are moving and date you will vacate the property.

• Inform your water provider and Council Tax that you are moving and date you will vacate the property.

• If you are in receipt of Housing Benefit, enquire if you are entitled to overlapping benefit to cover the notice period.

• Clear any rent arrears in full, or if unable to pay arrears in full, contact the Housing Officer to agree a repayment arrangement.

In accordance with your tenancy conditions the property should be left in a clean and tidy condition. All household refuse and garden waste must be removed from the address. Items of furniture, carpets, curtains, blinds etc and appliances should be removed along with any nonstandard electrical fittings. If items are left at the property, The Council of the Isles of Scilly will arrange for the disposal and the cost involved along with an administration fee will be re-charged to the tenant/s or the tenant’s estate.

During the notice period the Housing Officer will contact you to arrange an inspection of the property, when you can discuss any concerns with them and confirm the arrangements for clearing the property.

Keys should be returned to the Housing Department at The Town Hall, St Mary’s, Isles of Scilly, TR21 0LW or any of the Council of the Isles of Scilly One Stop Shops. Ensure you are given a receipt for handing your keys in and keep it safe.

If the keys are not returned on the due date and contact as not been made to extend the notice period, the locks to the property will be changed and the cost of this work will be re-charged.

If you are in receipt of Housing Benefit and you vacate the property before the tenancy ends, Housing Benefit will only cover the rent up to the date you leave. You may be entitled to claim overlapping benefit for the remaining notice period. Please contact Cornwall Council Benefits Department to discuss tel 0300 1234 121.

If the termination is following the death of the sole tenant and the deceased was in receipt of Housing Benefit to cover the rent, the Housing Benefit will cease on the day that the tenant died and the rent for the notice period will be liable from the deceased’s estate.

Please contact the Housing Team on 0300 1234 105 to discuss any other queries you may have.

**Notification of Termination of Tenancy of (address)**

Address:

Postcode:

In accordance with the terms of my tenancy I hereby give 4 weeks’ notice to quit the above premises. The tenancy will end in 4 weeks on a Monday following receipt of this notification by The Council of the Isles of Scilly Housing Department.

Keys to be handed back on Monday:

I/We understand that I/we are liable for the due to the end of tenancy.

**My/Our new address will be:**

Address:

Postcode:

**Contact details**

email address:

Mobile:

**My reason for moving is:-**

Telephone:

Please provide your reason for terminating your tenancy

Reason:

To assist with the re-letting of this property will you please complete the following in relation to the services at the property:

**Electric**

Meter Type: Quarterly Key

Supplier:

Position:

**Declaration**

I/We have read the notes and conditions above and agree to ensure that the utility companies are notified, any outstanding rent will be cleared or arrangements made to pay the arrears and that the property will be returned in a clean and tidy condition as per the tenancy conditions.

Print Name: Mr/Mrs/Ms/Miss (Joint Tenant)

Signed: (Joint Tenant)

Print Name: Mr/Mrs/Ms/Miss

Signed:

Date:

Next of Kin/Person with Power of Attorney, details if tenant is unable to deal with their own affairs.

Email address:

Telephone No:

Contact Details:

Name: Mr/Mrs/Ms/Miss

Please return to:

Council of the Isles of Scilly

Housing Department

Town Hall

St Mary’s

Isles of Scilly

TR21 0LW