

# Guidance for completing your notice to terminate form



When you wish to leave your Leeds City Council (LCC) tenancy, there are certain things that you must do. These are set out in your Tenancy Agreement.

You must give notice in writing; you can use the Leeds City Council Notice to Terminate form which can be found on the LCC website or at your local one stop centre or housing office.

You will also need to give notice if we have agreed to make your sole tenancy into a joint tenancy or vice-versa; this is because legally the tenancy must end and a new one started.

## Giving enough notice

You must give us at least **28 days/4 weeks'** notice that you want to leave your property **and** the notice must end on a Monday. For a notice to be valid you must make sure that it meets both these conditions.

On the Notice to Terminate form, where it states:

"I hereby give you notice that on Monday \_\_\_\_\_ of \_\_\_\_\_, I shall quit and deliver up possession of the premises which I now hold."

The date you enter here is the next Monday that is at least 28 days from the day you hand in your notice – i.e. the date the tenancy will end.

Give notice on a Monday	Date tenancy ends will be 28 days from that date
Give notice on any other day	Date tenancy ends will be 28 days from the following Monday

For example:

Day notice given	Tenancy end date	Valid/Invalid
Monday 4 <sup>th</sup> August	Monday 1 <sup>st</sup> September	Valid – 28 days' notice & ends on a Monday
Tuesday 5 <sup>th</sup> August	Tuesday 2 <sup>nd</sup> September	Invalid – 28 days' notice but does not end on a Monday
Tuesday 5 <sup>th</sup> August	Monday 8 <sup>th</sup> September	Valid – 28 days' notice & ends on a Monday

It is important that you give the correct amount of notice and it ends on the correct day. Otherwise your notice may not be accepted and you will still be liable for rent.

### **Signing and dating the form**

On the Notice to terminate form, where it states:

“Please sign here: \_\_\_\_\_ Date:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_”

You **must** sign and date the form. This date must be the date it is handed in to the office; please do not backdate the document as it will not be accepted. This date is what is used to work out the tenancy end date from so it is important that it is completed.

### **Returning your keys**

You must hand in your keys to your local housing office or one stop centre before 12 o'clock midday on the final Monday that your tenancy expires. If you fail to do this you may be recharged for the cost of changing the locks and for any further rent until the Council gain possession to the property.

Under the terms of your tenancy agreement, the Council can accept the keys from some other person where it reasonably appears that the other person is returning the keys on your behalf.

### **Leaving the property in good condition**

When you leave the property you must:

- Leave it in good repair
- Do not leave any of your belongings
- Leave anyone else living in the property

If you fail to meet to do any of the above conditions then the Council may charge any costs incurred to you.

- Abandon any pets/animals there

If you do leave any pets/animals at the property, then the Council may charge any costs incurred to you and contact the relevant authorities. Abandoning animals can lead to criminal prosecution.

### **Utilities, Council Tax etc.**

It is your responsibility to inform housing benefit (if applicable), Council Tax and your utility (gas, electricity, water) companies that you are moving from the property.

**Any questions?**

If you are unsure of how to complete your form then please speak to your nearest one stop centre or local housing office.