

Tenancy Termination Form

If you wish to end your tenancy, you must give the Council **at least 4 weeks written notice** in accordance with your Tenancy Agreement, unless otherwise agreed with the Tenancy Services Manager. The notice period should end on a Sunday and your keys must be returned to the Housing Services Department by **10am the following Monday**.

Please provide the following information and return this tenancy termination form to the Council's Housing Services Department.

Current address
Date notice expires	Date <input type="text"/> <input type="text"/> <input type="text"/> Reduced Notice Agreed by Tenancy Services Manager Date <input type="text"/> <input type="text"/> <input type="text"/>
Latest date for your keys to be Returned to the Council	Date <input type="text"/> <input type="text"/> <input type="text"/> Before 10am
Reason for terminating your tenancy
Forwarding address & Telephone Number

- I give Castle Point Borough Council notice of my intention to terminate the tenancy of my current home as noted above
- I also give Castle Point Borough Council permission to allow for (a) the accompanied viewing of my home by a new tenant and (b) the inspection of my home to assess the need for any repairs and maintenance
- I understand that Castle Point Borough Council will pass on my forwarding address to the utility providers in the event that they are not provided with this information by me

Please Sign Overleaf

I understand that Castle Point Borough Council will pass on my forwarding address to the utility providers in the event that they are not provided with this information by me.

The General Data Protection Regulations came into force on 25 May 2018. These regulations set out what to expect when Castle Point Borough Council (CPBC) collects personal information on you. If you would like further details they are set out in Privacy Notices on our website at www.castlepoint.gov.uk/info-governance Alternatively hard copies are available within CPBC offices.

You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form.

Name
(block capitals please)

Signed.....

Date