

**Full name of
Tenant and
co-tenant**

Title	First Name	Family Name

Address

	Post Code
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Contact number

Forwarding address

	Post Code
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1. Notice to terminate tenancy

In accordance with the Tower Hamlets Council tenancy agreement, four weeks notice ending on a Monday is required to end your tenancy. This may, however, be reduced at our discretion.

I/we hereby give four weeks notice ending on a Monday that I/we intend to give up my/our tenancy on

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(Monday Date)

This is a transfer. I/we intend to give up my/our tenancy on the

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(Monday Date)

In accordance with the Tower Hamlets Council tenancy rules:

I/we will ensure that the property is left secure. I/we will return all the keys to the property (and any garages or sheds rented by me/us) to my/our local housing office no later than midday on the Monday on which my/our tenancy ends. I/we hereby agree to give full vacant possession on the date above.

2. Notice to terminate licence

I hereby give 7 days' notice, ending on a Monday, that I wish to terminate my licence

for: Garage Parking space Store/Shed Bike Shelter

Facility Address

and will return any keys & permits no later than midday on Monday

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(Monday Date)

3. Disclaimer

I/we request that you dispose of all remaining contents after the date I/we leave. I/we agree to make no claim for anything left behind. I/we understand that I/we will have to pay for the clearance of anything remaining in the property, for any reinstatement works to unauthorised alterations/damage and for any lock change if the keys are not returned.

**THIS IS A
LEGAL
DOCUMENT**

Signing this form will end the tenancy for you and any joint tenant on the date shown. After that date you and anyone else who lives in the property will have no right to remain in occupation. If you are unsure of your legal position you are advised to seek your own independent legal advice.

I/we understand that by signing this document my tenancy (including any joint tenancy or licence) will end and anyone living in the property will have to move out at the same time and have no right to remain.

Signature of Tenant 1

Date

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Signature of Tenant 2

Date

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FOR OFFICE USE ONLY

Inspected – repairs to be re-charged?

Date

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THH Signature for LBTH

Date

Copy to exporting office if transfer?

Date

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Key returned?

Date

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Print name

Rubbish to be cleared and re-charged?

Date

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