

IMPORTANT – PLEASE READ THE FOLLOWING NOTES

IMPORTANT INFORMATION

Please read the following information carefully. If you have any concerns or enquires regarding this information sheet or your Tenant's Notice To Quit, i.e. termination form, (above) please contact your local Neighbourhood Housing Office.

If you have made any unauthorised repairs and/or alternatives to the property **you will be billed for any related costs the Council incurs in putting these right.**

It is your responsibility to clear the property of all furniture, other goods and belongings, and all rubbish etc.

- **If you leave anything behind the Council will remove and dispose of it and you will be billed for any related costs.**

Once your Tenant's Notice To Quit is received the property is provisionally offered to applicants on the Council's Housing Register. It would be helpful if you would allow them to visit the property during the termination period.

- **We may contact you to arrange a convenient escorted viewing appointment if you are in agreement with this.**

It would be helpful if you could supply your electric and gas suppliers' names and final meter readings when you hand in your keys (see above).

If your property has a Targeted Rent alarm fitted it would be helpful if you could supply the security code (see above).

Please ensure all doors are locked and windows closed before leaving the property.

PLEASE RETURN YOUR 'TENANT'S NOTICE TO QUIT' FORM TO YOUR LOCAL NEIGHBOURHOOD HOUSING OFFICE.