



## Notice to Terminate Tenancy

To terminate your tenancy please notify us as soon as possible **by completing this form and returning it to Housing Services at the above address**. In most cases four weeks' notice is required to terminate your tenancy and the four week period must end on a Sunday. You must return all keys by midday on the Monday immediately following the date of termination. If you are ending a tenancy for a tenant that has passed away or is moving/ has moved into residential care please complete the additional section at the end of the form. If you would like to discuss ending your tenancy before completing this form please phone 01799 510510.

Name of tenant(s): .....

Address of property: .....  
.....  
.....

Telephone number(s): .....

In accordance with \*my/our Conditions of Tenancy \*I/we hereby give four weeks' notice to terminate the tenancy of the above property. I understand that the four week notice period must end on a Sunday therefore \*my/our tenancy will terminate on Sunday ...../...../20.....

\*I/we will return all keys to the property by 12 noon on the Monday immediately following the date of termination.

\*My/our new address will be: .....  
.....  
.....

Signed: ..... Date: .....

Signed (joint tenant): ..... Date: .....

\* Delete as necessary

-----  
To be completed when ending the tenancy following the death of a tenant or where a tenant has moved/is moving into residential care:

Name of Next of Kin:.....

Relationship to tenant: .....

Address:.....  
.....  
.....

Contact telephone number: .....

## **PRIVACY NOTICE HOUSING MANAGEMENT**

The Council will use the information you submit, or have submitted, in all correspondence to the Council to enable the Council to provide you with the services required to manage your tenancy.

Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found on the Uttlesford District Council website. Printed copies of the Council's Privacy Notices can be provided on request.

The Council will:

- Use the information you provide for the purpose of performing any of its statutory duties.
- Make any disclosures required by law and may also share this information, both across council departments and with other local authorities and government organisations.
- Check information you have provided, or information about you that someone else has provided, with other information it holds.

The Council will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

**UTTLESFORD DISTRICT COUNCIL**  
Council Offices, London Road  
Saffron Walden, Essex CB11 4ER