NOTICE TO TERMINATE TENANCY

I am giving four weeks’ notice to terminate my tenancy:

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| **Date of Termination**  **(Four weeks from date you have informed us)** |  | |
| **Address of property** |  | |
| **Outgoing customers name** |  | |
| **Telephone number** |  | |
| **Email address** |  | |
| **Forwarding address** |  | |
| **Reason for termination** |  | |
| **Do you have a garage rented from Citizen** | Y | N |
| **Do you intend to terminate this rental** | Y | N  Please note VAT will be charged to your rent if no longer have a tenancy with us. |
| **If yes, please give address** |  | |

If my keys are not submitted by the termination date, I understand the notice period will be extended by one week and I will be charged for an additional week rent and for the change of locks.

If I vacate the property early, I will inform you and give you the permission to enter and commence work early.

I am responsible for the removal of rubbish including furnishings, carpets, and curtains.

I hereby give you permission to dispose of any belongings left in the property and I accept I will be charged for any costs incurred.

My tenancy agreement requires me to leave the dwelling in a clean and tidy condition.

I will not remove fixtures or fittings provided by my landlord; I understand I will be charged if I do so.

I will be charged for any repairs if they are not the result of fair wear and tear.

I will leave doors and windows secure, with gas, electric and water services in a safe condition.

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| **Signature** |  |
| **Date** |  |