

 **Date Received ………………………………….**

**Notice to Terminate Tenancy of Garage**

**This form must be completed in full and handed into Havebury with the required notice as per your tenancy terms and conditions\***

**PLEASE PRINT CLEARLY
THIS FORM WILL NOT BE ACCEPTED UNLESS EVERY SECTION IS COMPLETED**

|  |  |
| --- | --- |
| **Title:** | **Full Name:** |
| **Address:****Postcode:** |
| **Tel no (Home):** | **(Work):** |
| **Mobile:** | **E-mail:** |
| **Forwarding Address if moving:** |

 **\*if your tenancy started before June 2018, you will be required to give one week’s notice. All tenancies after this date will be required to give four weeks’ notice.**

**In accordance with my tenancy conditions, I hereby give my required notice to terminate my tenancy for the following garage:**

|  |
| --- |
| **Garage Number:** |
| **Garage Address:** |
| **Tenancy to end (date):****And I will return the key/s to the Havebury office on this day, ensuring I receive a receipt.** |
| **Reason for termination:** |

 **I UNDERSTAND TERMINATION OF THE TENANCY WILL NOT TAKE PLACE UNLESS HAVEBURY RECEIVE THE KEY/S AND ISSUES A RECIEPT. I ACCEPT I AM RESPONSIBLE FOR THE RENT UNTIL SUCH TIME.**

PLEASE RETURN TO:
Havebury Housing Partnership
Havebury House
Western way
Bury St Edmunds
IP33 3SP

Tel: 0300 33 00 900

**It is my responsibility to ensure that the garage is cleared of all items and swept prior to returning the keys. I also understand the cost of disposing of any items which are left in the garage will be recharged to me.**

**Signed ………………………………………….……………………………………..**

**Print Name ……………………………………………………………………….**

**Date ………………………………………………**