

## NOTICE TO QUIT



Please complete and return this form to Cambridge City Council, Mandela House, 4 Regent Street, Cambridge, CB2 1BY if you wish to end your tenancy. If you are delivering this notice in person, please use the letter box outside of Mandela House.

Name (s) .....

Address .....

I/We hereby give 4 weeks (28 days) notice to Cambridge City Council to end my tenancy at the above address. The 4 weeks notice should end on a Monday. I understand that all outstanding balances of rent and/or service charges must be cleared before handing back the keys.

You must not leave anybody else living in the property when you move out. You must leave the property, the fixtures and fittings and any furnishings we have provided in a reasonable condition when you leave.

I give permission for Cambridge City Council to dispose of any items remaining in the property after I leave and I understand that I will be recharged for this and for any unreasonable damage caused at the property.

I understand that I will be contacted shortly by the Voids and Lettings Team to book a pre-void and an end of tenancy inspection.

Tenant's Signature .....

Joint Tenants Signature.....

Dated .....

Please provide a forwarding address, contact number and email address:

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Please give details of your gas and electric supplier and the type of meter.

Gas..... Electricity.....

If either meters are prepayment meters can you please leave the key\card and ensure the meter is in credit.

Please give details of any disabled adaptations in your property (level access shower, ramps etc)

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If you have any questions please feel free to contact us on 01223 457000.