

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.

I of
As executor for the estate of the late:

Name

Address

I hereby give 4 weeks (28 days) notice to Cambridge City Council to end the 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 and that I must give vacant possession of the property.

I give permission for Cambridge City Council to dispose of any items remaining in the property and I understand that the estate 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.

Executor's Signature

Dated

Please provide executor's address, contact number and email address:

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Please give details of 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 the property (level access shower, ramps etc)

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

Declaration Form – Supplementary to NTQ

With reference to the Housing Rent debt owing to the council of £
in the name of:

Name:	
Address:	
City:	
Post code:	
Tenancy Number:	

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- ☐ 1. I can confirm that the tenant is deceased and **did** leave a will and the executors' details are as follows:

Name:	
Address:	
Post code:	
Relationship to tenant:	
Signed:	

- ☐ 2. I can confirm that the tenant is deceased and **did not** leave a will and there are funds in the estate to pay all or some of the debt:

Name:	
Address:	
City:	
Post code:	
Relationship to tenant:	
Signed:	

- ☐ 3. I can confirm that the tenant is deceased and **did not** leave a will and there are no funds in the estate to pay any of the debt:

Name:	
Address:	
City:	
Post code:	
Relationship to tenant:	
Signed:	