

Neighbourhood Services

Application for

Termination of Tenancy and Lock-up



sustainable thriving achieving

East Dunbartonshire Council

www.eastdunbarton.gov.uk

Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

Personal Details

Property Address			
Postcode		Telephone Number	
Date of Birth of tenants		Rent Account number	

Termination Details

I/We..... give notice of Termination of Let as tenant(s) of the above property and hereby authorise East Dunbartonshire Council to relet the property from my date of termination which is (28 days notice required from a (Sunday) date, unless tenant has died). (The keys should be handed into the Housing Services office no later than 12 noon on the termination date).	
Please indicate a reason for leaving	
New Address	

Deceased Tenant Next of Kin's Details

Next of Kin's Name			
Next of Kin's Address			
Relationship to deceased tenant		Telephone Number	
Date of Tenant's Death			

(Please note that a copy of the tenant's death certificate is required by East Dunbartonshire Council)

Utilities Provider Details			
Gas Supplier		Is this a card/key meter	YES / NO
Electricity Supplier		Is this a card/key meter	YES / NO

Lock Up Details	
I give below details of lock-up garage site which I will/will not maintain tenancy of:	
Address	

Pre Termination Details			
Please indicate below the most suitable time for a pre-termination visit to be undertaken.			
Date		Time	Morning / Afternoon

Signature Details			
Tenant Signature		Date	
Joint Tenant Signature		Date	
Next of Kin Signature		Date	

<p>Data Protection Act 1998</p> <p>The information provided in this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you have provided will be used for processing your enquiry and for statistical purposes.</p>

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।