



Notice of Termination of Council Garage/Parking Space Licence

I/we give four weeks' notice that I/we wish to terminate the licence of the following garage/parking space:

Address
.....
.....

I agree to return the keys to the garage when I vacate it and authorise the Council or it's Officers to remove or destroy anything left at the premises after I have vacated. I understand that the Council reserves the right to charge for the disposal of anything left in the premises after I have vacated. I indemnify the Council and it's Officers against all claims, actions, costs and expenses arising out of such action taken by them.

Full Name(s)

Termination date
(Must be a Monday)

Reason(s) for leaving

Forwarding address

Contact telephone number(s)

Number of keys received **Keys not provided as own padlock/lock used**
(please tick if applicable)

Date **Signature(s)**

Print Name

See overleaf for further details about ending your tenancy

Please note: if you are terminating the above licence on behalf of someone who has died or has been taken into residential care, please state your relationship to the licensee and on what capacity you are terminating the licence. In such circumstances the council will accept less than 4 weeks notice. Please attach a copy of the death certificate to this form if relevant.

Moving Out

Notice

You are required to give four weeks written notice. The notice should begin and end on a Monday. If for any reason you do not give four weeks written week notice you will still be charged rent for the full notice period.

Keys

Before returning your keys you need to ensure that you leave your property clean and that all belongings are removed. If you have any rubbish etc, please ensure that this is bagged up and collected before you leave or left out for collection. Please note that if anything is left at the property it will be removed and you will be charged for this. Once you have returned your keys it will not be possible for you to gain access.

Please ensure that all keys (including fobs, meter keys and outbuildings) are returned before 12 noon on the termination date, if you return keys later than this, you will be charged an additional weeks rent. Keys can be returned to Gravesham Housing at the Civic Centre or to your local area office.

Rent Account

You need to ensure that your rent is up to date before you leave. If there are any rents arrears you will still be responsible for payment. The Council will take action to recover any rent arrears.