

NOTICE OF INTENTION TO VACATE PROPERTY

I / WE WISH TO GIVE NOTICE TO QUIT OF MY / OUR TENANCY AT

ADDRESS: _____

ENDING ON MONDAY (DATE): _____

(The date given must always be a Monday)

UNLESS SPECIFICALLY AGREED WITH THE COUNCIL, THE NOTICE PERIOD MUST BE AT LEAST 4 WEEKS.

1. I/we understand that I/we must pay all rent and service charges up to the date given above.
2. I confirm that vacant possession will be given and the property will be clear of all personal effects, including rubbish.
3. I/we waive my rights under Section 41 of the Local Government (Miscellaneous Provisions) Act 1982, and give Southampton City Council permission to dispose of any furniture/effects at its discretion on the termination of this tenancy. I also understand that I will be charged for the total cost of disposing of such items.
4. I/we understand that the keys must be returned to the Local Housing Office by 12.00 noon on Monday. Failure to return the keys will result in me being recharged for the cost of replacement.
5. I/we agree that if the keys are returned late I/we will be charged a use and occupation for charges until the Monday following the return of the keys.

Forwarding address:

DECLARATION

Southampton City Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

Signed _____ **(Tenant 1)**

Signed _____ **(Tenant 2)** **Date:** _____