



Termination of Tenancy

For office use only:
Rent account number:

AGREED TERMINATION DATE:	
Tenant's name(s):	
Current address: <i>(Moving from)</i>	
Contact Number:	
Email Address:	
Forwarding address: <i>(Moving to or name and address of Executor/ Attorney under a Power of Attorney) (Please delete as appropriate)</i>	
Please give the reason for your terminating the tenancy:	
Is there anything that could have been done, which would have prevented you from giving up your tenancy?	
Current supplier of GAS:	
Current supplier of ELECTRICITY:	
Tick as appropriate:	
Normal Termination 4 weeks' notice	
RBC Transfer to another RBC Property Note: You will continue to be charged full rent on both properties until the keys are returned from the property you are moving out of.	
Death 4 weeks' notice. Note: Full rent will be charged until the keys are returned, a copy of the Death Certificate provided and a copy of the Will from the Executor if applicable.	

I agree to:

- 1) Clear the property of all contents. I understand that any items left in the property after the keys are handed into the Council will be removed and that I may be charged the cost of doing this.
- 2) Ensure that all rent and associated accounts are paid in full prior to the return of keys or an arrangement made to settle any outstanding debts by instalments.
- 3) Return all keys for the property to the Town Hall no later than noon on the official termination date. (Or by 12pm on the first day the Town Hall is open for business following the termination date if the Town Hall is not open on the termination date).
- 4) Be responsible for the rent on the property until the keys have been returned to the Town Hall in accordance with paragraph 3 above.

I declare the information I have given on this form is correct and complete**Tenant Signature:****Date:****Delegated Authority Signature:**

Note: This can only be Executor of current will or Relatives with Power of Attorney for Health & Financial

Date:**Signature of Officer:****Date:**

Please return this form to: **Housing Services, Rugby Borough Council, Town Hall, Rugby, CV21 2RR**

HOW AND WHERE TO PAY

Payment may be made by one of the following methods:

1. Cash can be paid free of charge at any Post Office or retail outlet displaying the Payzone sign, providing you have your barcode/payment card.
2. Automated Telephone payment line: Debit or credit card payments can be made by telephoning 01788 533463.
3. You may pay through the bank, but when using this method you must ensure that the Council's bank account details are provided together with your rent reference number (see below).
4. Payments can also be made via an internet payment site on **www.rugby.gov.uk**
For your information, the details of the Council's bank account are:

Sort Code: 30-00-02**Account no:** 00830939**Branch details:** Lloyds Bank, CITY OFFICE, PO Box 72, Bailey Drive, Gillingham Business Park, Kent, ME8 0LS

Do not enclose cash in envelopes or post in Council letterboxes, please use a cheque or Giro Transcash available from Post Offices. The Council cannot accept responsibility for cash payments unless an official receipt is obtained at the time of payment.

Cheques will be accepted by post if no other payment option is available to you. Cheques should be sent to Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR and made payable to Rugby Borough Council, you must also provide a note of your rent reference number.