



TERMINATION OF CLACKMANNANSHIRE COUNCIL TENANCY FORM

This is a formal legal document. Signing and submitting this form may have legal consequences. If you are unsure about any part of this document, you are advised to seek independent legal advice. Where there is more than one tenant, all joint tenants must sign this form.

This form must be completed when you intend to formally terminate your tenancy agreement with Clackmannanshire Council.

- Part 1 must be completed when you give formal notice of your intention to end the tenancy.
- Part 2 must be completed when all keys and fobs are returned to the Council at Kilncraigs.

You are required to provide a minimum of **28 days' written notice** to end your tenancy. This requirement does not apply where:

- You are transferring to another Clackmannanshire Council property;
- You are completing a mutual exchange;
- The tenancy is ending through a nomination arrangement; or
- The tenancy is ending due to the death of the tenant.

Please note: The notice period will begin on the date that Clackmannanshire Council receives written notification from you confirming your intention to end your tenancy and specifying the termination date.

Before the tenancy is formally ended, you remain responsible for all rent and charges and must remove all personal belongings, any tenant-installed fixtures or fittings (where applicable), leave the property in a clean and reasonable condition, and return all keys and fobs on or before the end of the notice period.

If these conditions are not met, the Council may change the locks and remove and dispose of any remaining items. All associated costs will be recharged to the tenant(s), who will remain fully liable for these charges. Upon completion of the termination process, all rights and interests in the tenancy will end.

Part 1 of 2. Complete this section when you formally give notice of your intention to terminate the tenancy agreement

Full name of Tenant(s) _____

Address of Property: _____

Telephone No: _____

I/We wish to Terminate the Tenancy of the above property with effect from:

I/We will be moving to: _____

Tenant

Name (Print) _____

Signature _____

Date _____

Joint Tenant

Name (Print) _____

Signature _____

Date _____

Please return the completed form to your Housing Officer or the Tenancy Management Team at Kilncraigs, Greenside Street, Alloa, FK10 1EB

OFFICIAL USE ONLY – TO BE COMPLETED BY CLACKMANNANSHIRE COUNCIL STAFF

Confirmation of receipt of tenancy termination notice:

Name (Print) _____

Signature _____

Date _____

Date keys due in _____

Pre-termination visit scheduled for _____

Reason for Termination of Tenancy - Please tick **one box to indicate the primary reason for terminating the tenancy**

- | | |
|--|--|
| ☐ Rehoused to another Council Property | ☐ Deceased |
| ☐ Rehoused to a Housing Association Property | ☐ Moved due to Antisocial Behaviour in Area |
| ☐ Moved to a Private Rented Property | ☐ Moved due to Employment Elsewhere |
| ☐ Nominated to a Housing Association Property | ☐ Condition of Close |
| ☐ Moved to Permanent Care/Hospital | ☐ Financial Hardship |
| ☐ In Prison | ☐ Property too Large/Small |
| ☐ Housed by another Local Authority | ☐ Property does not suit Medical Needs |
| ☐ Moved in with Partner | ☐ Relationship Breakdown |
| ☐ Moved in with Family | ☐ Bought own Property |
| ☐ Other (please specify) _____ | |

Death of the Tenant

This section must be completed by the responsible officer where the tenancy is terminated due to the death of the tenant.

Deceased Tenant

Death Certificate Received? ☐ Yes ☐ No ☐ Awaiting Certificate

Date of Death: _____

Next of Kin/Executor

Name _____

Address _____

Tel No: _____

Estimated date for returning keys: _____

In recognition that this is a difficult time, the Council will allow up to **2 weeks** for family members to retain the keys to enable the removal of furnishings and personal belongings from the property.

Rent will remain payable until the property has been fully cleared and all keys have been returned.

Where the tenant was in receipt of Housing Benefit, entitlement will end on the Sunday following the tenant's death. Full rent will therefore be charged for the remainder of the 2-week period.

Part 2 of 2. Complete this section when keys are returned

Pre-Termination Form Review – Please confirm the following

- ☐ All repair and reinstatement works agreed at the pre-termination visit have been completed
- ☐ All rent arrears have been cleared or plans have been made to clear the rent arrears

Have any items been left at the property? ☐ Yes ☐ No

If yes, what items have been left at the property? Please specify below:

Declaration

I declare that:

- All outstanding repair and reinstatement works, as discussed with the Housing Officer during the pre-termination visit and/or required under the tenancy agreement, have been completed;
- The property has been fully cleared of all personal belongings, including furniture and fixtures;
- All household waste and rubbish have been properly disposed of;
- The garden, sheds and all external areas have been cleared of rubbish, household items and waste;
- All property keys and any close fobs (where applicable) have been returned to the Council Office.

The Council reserves the right to apply additional charges for any further items, damage, or issues relating to the property or its surroundings that are the responsibility of the tenant and which may become apparent after the tenancy has ended

Tenant/Nominate Person

Name (Print) _____

Signature _____

Date _____

Joint Tenant

Name (Print) _____

Signature _____

Date _____

Received by Member of Staff:

Name (Print) _____

Signature _____

Date _____