

# Notice Form



MANCHESTER  
CITY COUNCIL

Tenant's name:

Address:

Forwarding address:

Date of birth:  National Insurance Number:

Advocate's name/next of kin (if applicable):

Relationship to tenant:

Advocate's correspondence address:

Contact telephone number:

Email address:

Reason for giving notice:

Does the property have any disabled adaptations-----

Is the property furnished? Yes ☐ No ☐

Location of bathroom: Upstairs ☐ Downstairs ☐

Does the bathroom have a toilet? Yes ☐ No ☐

Does the property have two living rooms? Yes ☐ No ☐

If yes, do either of the rooms lead onto another room, a garden or have a gas fire? Yes ☐ No ☐

Rent balance at notice period:  (provide rent statement to tenant only and not advocate)

Today/s date:  /  /  Notice start date:  /  /  Potential end date:  /  /

Through floor lift	<input type="checkbox"/>	Lowered kitchen units	<input type="checkbox"/>
Stair lift	<input type="checkbox"/>	Wet room	<input type="checkbox"/>
Ramped access	<input type="checkbox"/>	Level access shower	<input type="checkbox"/>
Widened doors	<input type="checkbox"/>		

## Statement:

I hereby give MCC Housing Services notice to quit and to deliver up possession of the property, now held by me as a tenant on  /  /  (usually at least 28 days' notice ending on a Sunday (termination date)).

In cases where the tenant is the sole tenant or where all joint tenants are wishing to terminate the tenancy and are party to this agreement: if the termination date is less than 28 days from the date of this notice and/or ends on a day other than a Monday, I understand the landlord has accepted this period of notice in any event and my tenancy will end on the termination date. If any person(s) remains in occupation of the property following the termination date I understand the landlord may commence possession proceedings against them.

I understand that any rent payments made after the termination date will be accepted as mesne profits only (a charge for use and occupation of the property) and the acceptance of such by the landlord will not imply the tenancy is ongoing, imply the creation of a new tenancy or imply the creation of a licence allowing the occupier to remain in the property. I understand that I shall remain liable for any unpaid rent and/or mesne profits.

Signature

Move out leaflet given: ☐  
Copy of notice form given: ☐  
Rent statement given: ☐

# Termination form



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A notice form must be completed **before** filling in this termination form

Today's date:

Potential end date:

Tenancy end date:

(TED should be the same or after PED)

Reason for termination:

Number of keys received:

Have you left any items in the property? Yes

☐

No

☐

Statement:

I understand that if any goods/furniture/personal belongings of any kind have been left in the property or in the garden I will be charged for removal and disposal costs. Any items left in the property legally belong to me and I give permission for them to be removed and disposed and understand the cost will be recharged to me. The estimated cost is £300.

Tenant's/Advocate's signature:

Date of signature:

Receiving Officer's name:

Receiving Officer's signature:

Rent balance at termination date:  
(for tenant only)

Copy of termination form given:

Additional information: