

# 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? Yes  No

Is the property furnished? Yes  No

Location of bathroom (please circle) Upstairs / Downstairs / One Level

Does the bathroom have a toilet? Yes  No

If no, is the toilet (please circle) Upstairs / Downstairs

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:  /  /

## Statement:

I hereby give Northwards Housing, on behalf of Manchester City Council, 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: