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| **Notice to terminate**  **Tenancy** |  |  |

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| Part 1 -Tenancy Details | | | |
| Name of Tenant: |  | Date of Birth: |  |
| Name of Joint Tenant: |  | Date of Birth: |  |
| Tenancy Address: |  | | |
| Telephone Number: |  | Email Address: |  |

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| Part 2 – Reason for Leaving |
| **Notes (Any discussion/assistance to be completed by Housing Advisor)** |

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| Part 3 – Your New Home | | | | | | |
| Address: | |  | | | | |
| **☐ I will be a tenant in my new home. Please select from the landlord options below** | | | | | | |
| **☐ Wigan Council** | | | **☐ A private landlord (private rented property)** | | | **☐ Housing Association**  **(please provide details)** |
| OR | **☐ I am buying my own home (tick if applicable)** | | | OR | **☐ Other (tick if applicable). Please specify e.g. living with family, nursing home:** | |

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| **Part 4 – Termination of Tenancy. Please read this section carefully, This notice will end your Wigan Council Tenancy.**  **To: Wigan Council. I hereby give you notice that I shall quit and deliver up possession of the property situated at the address set out in Part 1 of this Notice held by me as your tenant on the Tenancy End Date or at the end of the period of my tenancy which will expire next after the expiry of four weeks after service of this notice on you. I confirm that I understand that by signing this Notice: I have chosen to terminate the tenancy; and I remain liable to pay rent up to the tenancy termination date; and Wigan Council may advertise the property as available for a new tenant; and I agree to return the keys to the property on the date and place set out below. I understand that it is my responsibility to clear the property of any personal items and furniture, should items remain in the property following keys being returned**, **Wigan Council will dispose of these items, and I may be charged for clearance. Wigan Council will not accept liability for items left in my property.** | | | | |
| **Tenancy End Date:** |  | **Place:** |  | |
| **Tenant Signature:** |  | **Officer Witness:** |  | Date: |
|  |
| **Tenant Signature:** |  | **Officer Witness:** |  | Date: |
|  |

**Reply to: Wigan Council, PO Box 48, Wigan, WN3 4WY.**