

## Notice to Quit

I \_\_\_\_\_

I hereby give Notice to Quit to Oxford City Council to terminate the tenancy of the premises at:

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for terminating tenancy: \_\_\_\_\_

Expiry date (Sunday): \_\_\_\_\_

Expiry date must be on a Sunday, no less than four weeks from the date that Oxford City Council receives this form. If this is a joint tenancy, giving notice to Oxford City Council terminates the tenancy for both parties.

My forwarding address is

\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

My electricity is provided by: \_\_\_\_\_

My gas is provided by: \_\_\_\_\_

Please Note:

- If you need advice regarding the completion of this form or ending your tenancy, please call the Tenancy Management Team on 01865 252372 or email [landlordservices@oxford.gov.uk](mailto:landlordservices@oxford.gov.uk)
- Oxford City Council requires vacant possession, this means all occupants have to leave the premises by the end of this notice.
- The property (including sheds, gardens and attics) should be clear of any personal belongings; including carpets. The premises should be left in a clean and tidy condition, or you may be re-charged.
- The keys to the premises can be returned at any point during this notice period. They should not be returned any later than midday on the Monday after the notice has expired.
- To return the keys please call the Tenancy Management Team on 252372 or email [landlordservices@oxford.gov.uk](mailto:landlordservices@oxford.gov.uk). Your Tenancy Management Officer will then contact you directly to arrange to meet you at the premises to collect the keys.
- Oxford Direct Services may contact you to book a pre-termination visit at the property and an asbestos survey; however do not delay the return of the keys if a visit has not been arranged.
- This form should be scanned promptly to [landlordservices@oxford.gov.uk](mailto:landlordservices@oxford.gov.uk) or returned by post to the Tenancy Management Team, Housing Services SA 2.6, Oxford City Council, 109 St Aldates' Chambers OX1 1DS.

www.oxford.gov.uk



## Ten Top Tips

- ❑ Remove all carpets, underlay, grippers and vinyl flooring
- ❑ Thoroughly clean property especially kitchen and bathroom
- ❑ Internally clean all windows and wipe down all door frames and handles
- ❑ Remove all rubbish
- ❑ Remove all personal items
- ❑ Remove any outbuildings installed by you without written council permission e.g. sheds and greenhouses
- ❑ Fill in water features and ponds
- ❑ Clear lofts, council sheds and outbuildings
- ❑ Fill in and sand down any holes in walls and doors and replace any missing door furniture
- ❑ Property must be left in a good decorative order

IF YOU FOLLOW THIS ADVICE YOU WILL REDUCE THE CHANCES OF  
BEING RECHARGED FOR WORKS.

### Bulky Waste Collection – Tel 01865 249811

Oxford City Council can remove bulky waste from outside your home if it is too big for the normal refuse collection. We will take up to 3 items at one time, including fridges and freezers.

### Builders Waste

We cannot take builders waste. This includes rubble, sheds, and fittings such as kitchen / bathroom cabinets, baths, sinks and toilets. These items can be disposed of at a Redbridge Waste Recycling Centre, just off the Abingdon Road. There may be a charge applicable to some items.

Call Shelter on 0808 800 4444 for FREE independent advice about ending your tenancy.