



**Informant's Details**

Name .....

Address .....

.....

.....

Post Code .....

Telephone No .....

Date .....

Tenancy Reference No.....

**Address of Garage to be terminated**.....

*(complete as appropriate)*

I wish to give \_\_\_\_\_ notice, from today's date to terminate the above tenancy.

**IF I POST THE KEYS I WILL ENSURE THAT I SEND THEM VIA REGISTERED POST OR WITH PROOF OF DELIVERY.**

I will return the keys at the end of the tenancy. I accept that I will be invoiced for the clearance of any items I have left in the garage which will be removed by a Council designated contractor in accordance with clause 4.12 of my garage tenancy agreement.

Please Sign : .....

For Official Use Only		
Keys received by :		Date : AM / PM
How received :	At reception	Other - please specify
Terminated on computer	By :	Date :
Date of termination :		Council / Private Tenant