

# Tenancy Services - Notice of Termination: Garage/ Parking Space/ Shed/ Bike Shelter

Title Mr  Mrs  Miss  Ms  Other

Full name (Block capitals)

Home address  
(or forwarding address if moving)

Are you a Royal Borough of Greenwich council tenant?

Yes

No

Payment reference no.  
Garage/space/shed/shelter  
address:

Reference no:  
Address:

Is the garage clear of rubbish?

Yes

No

(If no, the outgoing tenant will be recharged for this to be cleared)

Has the tenant been advised of this?

Yes

No

If there are items left in the garage, please leave a brief description:

Tenancy end date. At least 1 week's notice to be given.  
Tenancy must end on a Monday.

Actual moving out date (no later than tenancy end date above)

## Declaration

I hereby give notice to terminate the tenancy of the above property on the 'tenancy end date' stated above. I understand that the keys must be returned to Tenancy Services no later than the tenancy end date (at the Woolwich or Eltham Centre).

I further authorise Royal Borough of Greenwich to enter the above property on or after the 'moving out date' to dispose of any articles left behind and I agree to indemnify the Royal Borough against any claim arising from the loss of or damage to those articles. I accept that I will be recharged for disposal of any items left behind.

Signed

Date

### FOR OFFICE USE ONLY

Notice accepted by (sign & print name) \_\_\_\_\_ Date \_\_\_\_\_ Office \_\_\_\_\_

Termination approved by Team Leader (Signature) \_\_\_\_\_

Date Form Scanned to TRIM \_\_\_\_\_ (print name) \_\_\_\_\_