

Ending Your Tenancy

If you wish to give up your tenancy, you must give us four weeks' written notice, ending on a Sunday. Only a named tenant can end the tenancy, or in the event of your death, your next of kin or executor must notify us in writing of your death and terminate the tenancy.

You can give us notice by writing to us at Housing Needs, East Devon District Council, Knowle, Sidmouth, EX10 8HL or asking for a Termination of Tenancy form which you need to complete and return to us. The 4 week notice period will start on the Monday following the date we receive your letter or completed form.

If you go to court because of a divorce, a domestic dispute or a relationship breakdown, the court will decide whether to order the transfer of the tenancy to one or other of the partners. The tenancy rights will end for the other person who must leave the property.

What if I am a joint tenant?

If you are joint tenants, either, or any, of you can end the tenancy. Please note that this will end the rights of the other tenant(s) and they must leave the property, other than in exceptional circumstances.



During the notice period

Before the end of the tenancy our Tenancy Sustainment Officer or Technical Officer may visit the property.

We may wish to show new tenants around your home during the notice period. If we need to do this, we will write to you to ask for your permission.

Giving back your keys

All tenancies end on a Sunday. All keys to the property must be handed in to the Council Offices at Knowle, Sidmouth before 12 noon on the next day (Monday).

At the end of the tenancy

You need to make sure that everyone living with you in the property leaves when you move out. This includes any member of your household or a lodger, subtenant, child, visitor or pet.


The property must be left in a clean condition, clear of all rubbish, and free of your furniture and possessions. You must leave all fixtures and fittings intact and in the condition they were in at the start of the tenancy, except for fair wear and tear.

We will take steps to recover from you any reasonable costs we incur in:

- replacing or repairing any missing or damaged items,
- replacing or repairing any alterations which do not comply with relevant regulations,
- replacing or repairing any alterations for which we did not give our written consent, or
- meeting all reasonable removal and/or storage charges when items are left in the premises after the termination date.

We will remove and store any items left in the premises after the termination date for a maximum of three months. We will notify you of this at your last known address. If the items are not collected within three months we will dispose of them and you will be liable for our reasonable costs of disposal.

Don't forget:

- To remove all your belongings, including carpets and any rubbish.
 - To leave the property in a clean and tidy condition.
 - To cancel any regular deliveries you may have for milk, newspapers etc.
 - To read your gas, electric and water meters (if installed) and tell your supplier that you are moving, so that you won't be charged for services used by the next tenant.
 - If you have a prepayment meter, leave the key or tokens in the meter.
 - To make arrangements to have your post redirected. (We are not able to send post on to you, so any mail that comes for you once you have left will be returned to Royal Mail.)
 - To have your telephone disconnected.
 - To advise the Council Tax office that you are moving.
 - To let us have a forwarding address.
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You can contact us by:

Writing to: Housing Needs,
East Devon District Council,
Knowle, Sidmouth, Devon EX10 8HL

Telephoning: **01395 516551**

Email: housingneeds@eastdevon.gov.uk