

# Hillingdon Housing Service Vacation form

**Tenant at:**

**I confirm that I will give up my tenancy and leave the property by:**

**Monday**

- 1) I understand that I must clear all my belongings from the property, including lofts, garages, sheds and gardens leaving them clean and tidy. Failure to do so will mean that I will be invoiced for clearing and cleaning.
- 2) London Borough of Hillingdon has permission to dispose of any belongings left in the property.
- 3) I have been advised that I may claim for compensation under the Land Compensation Act 1973
- 4) \* I am aware that I am able to return to my home when the work is finished.
- 5) \* I do not want to return after works are complete.  
\* I am moving on a temporary basis and will return when the work is finished.
- 6) \* I will also be giving up my garage at .....on the same date and understand that all items need to be removed.  
\* I want to continue to rent my current garage when I move to my new address.
- 7) \* There is a lockable storage area/shed at the property. The location and number if applicable is:.....

**\* Delete as applicable**

**Please note if you fail to return any door entry keys a recharge will be made**

<b>Signed:</b>	
<b>Tenant:</b> .....	<b>Date:</b> .....
<b>Tenant:</b> .....	<b>Date:</b> .....
NB - one joint tenant can sign on behalf of both joint tenants and will be accepted by the Council as valid notice	

**Forwarding Address:**

**For office use only**

**Void reason:**

**Tenancy end date:**

**Keys received by (officer signature):**

**Date keys returned:**

**Times keys returned:**

**No of keys received:**

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**Keys to Voids**

**Date keys to voids :**

**No of keys given:**

**Keys taken by (voids officer signature):**

Office use:

- IWORLD
- CIVICA
- OUTSTANDING VOIDS
- LOCATA
- VOIDS
- A&B