



COMHAIRLE CONTAE AN CHLÁIR : CLARE COUNTY COUNCIL

NOTICE OF TERMINATION OF TENANCY

Name & Address: _____

Contact No. _____

Date of termination of tenancy: (4 wks notice) _____

Date of vacation of the dwelling: _____

Reason for leaving: _____

ESB & GAS: _____ What Service provider(s) are you with: _____

IF you are PRE-POWER/GAS please leave meter card(s) with Clare County Council.

Forwarding address: _____

IMPORTANT:

- **As per your Tenancy Agreement, the property should be returned to the Council in the condition it was let to you i.e. clean and good decorative condition. Any damage to the dwelling must be repaired before it is vacated. All property i.e. furniture etc. including refuse must be removed prior to the property being vacated. (This includes the attic, front and rear gardens and garden sheds). Failure to remove these items will incur a charge which will be levied on you the tenant.**
- Any alterations carried out to the dwelling/apartment become the property of Clare County Council and are not removable by the tenant upon termination of the tenancy nor is any compensation payable in respect of these alterations.
- **RENT: Rent account must be cleared in full.**
- Please produce documentary proof of your new address.
- The house will need to be inspected by the Council before keys are returned. Please contact Housing Section to arrange a suitable date and time for this inspection.
- Your tenancy deposit will only be refunded to you, when all the conditions outlined above have been complied with.
- Do NOT disconnect the ESB or GAS supply.

I/We Hereby surrender the Tenancy of _____ as and from _____
And I/We hereby confirm that I/We will not in future seek to be rehoused by Clare County Council or any other Local Authority and will use new address as my/our normal place of residence.

SIGNED: _____
Tenant(s) Tenant(s)

Date: _____ **Council Official.:** _____