Monaghan County Council – Surrender of Tenancy

You are required to give 28 days notice Monaghan County Council of your intention to surrender your tenancy. To do this, you must complete a Surrender of Tenancy Form. If you are not giving 28 days notice, you may need to speak with a member of the Housing Department before surrendering your property as you may be making yourself homeless by surrendering your Tenancy.

_________________________ of ___________________________________________ wish

to surrender the keys to No. _____ at ________________________________________

On behalf of the Tenant ____________________________________________

In my own behalf ___________________________________________ as Tenant

We / I have left the above dwelling, garden and yard in a clean and tidy condition and have removed all contents from the property. I understand that any contents that remain will be removed and disposed of by Monaghan County Council or their representatives.

____________________________________________________________________

I confirm that all payments due to the local GWS are up to date and that a final meter reading has been submitted. I have advised the utility service supplier(s) of the following reading(s)

Electricity Service Provider: _______________ MPRN No: _______________ Reading: _______________ (eg ESB/Board Gals/Airtricity) (found on Service Provider bill/invoice)

Gas Service Provider: _______________ GPRN No: _______________ Reading: _______________ (eg ESB/Board Gals/Airtricity) (found on Service Provider bill/invoice)
I wish to confirm that all personal belongings have been removed from this address and the house has been left in a good condition and all repairs have been carried out to the satisfaction of Monaghan County Council.

I confirm that I have no rent arrears outstanding on my rent account: YES ☐ NO ☐ and understand that I am liable to pay rent up until the date of surrender.

Tenant's forwarding address is:

If not available, the tenant's representative's address is:

Contact number for tenant or representative:

If you have arrears:

I confirm I have signed an undertaking on _________ to clear my arrears and agreed to pay €_________ per week/month off my arrears.

Note: Official Payment Plan Undertaking form must be signed. If in receipt of social welfare payment via the post office, you may sign a Household Budget Payment Form to clear your arrears. Forms available from Housing Section, Monaghan County Council, The Glen, Monaghan.

Signed ____________________________  Witness: ____________________________

Address: ____________________________  Address: ____________________________

Email ____________________________

Phone: ____________________________  Phone: ____________________________

Date ____________________________  Date: ____________________________
FOR OFFICE USE ONLY
This is an important document and must be returned to Estate Management, Monaghan County Council, The Glen, Monaghan. If tenant has arrears, ensure that Undertaking form to clear arrears has been signed.

Housing Section: Phone 047 30500