

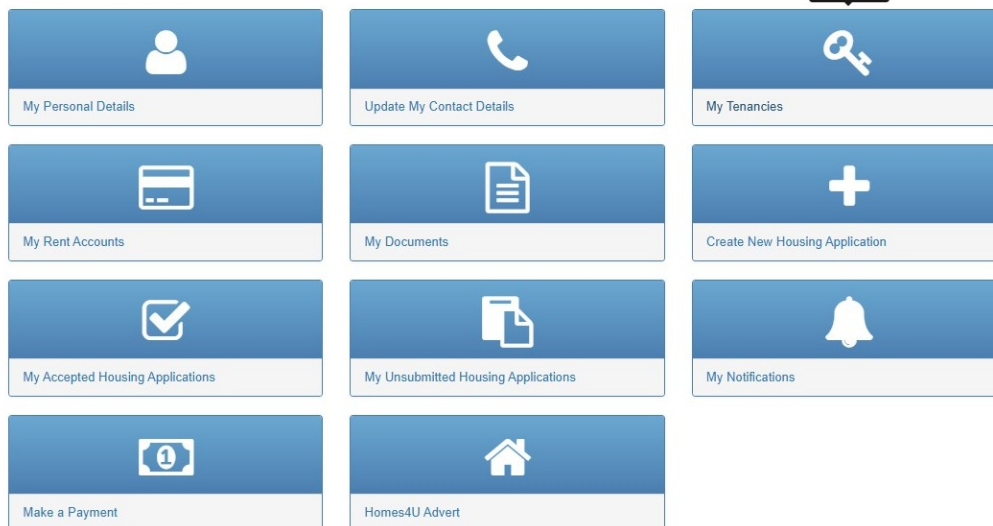
How To Submit A Tenancy Termination Request Online

Learn how to formally notify the Vale of Glamorgan council of your intent to end your tenancy. This guide simplifies the online submission process so you can provide the required notice efficiently.

1 Navigate to your Housing Portal

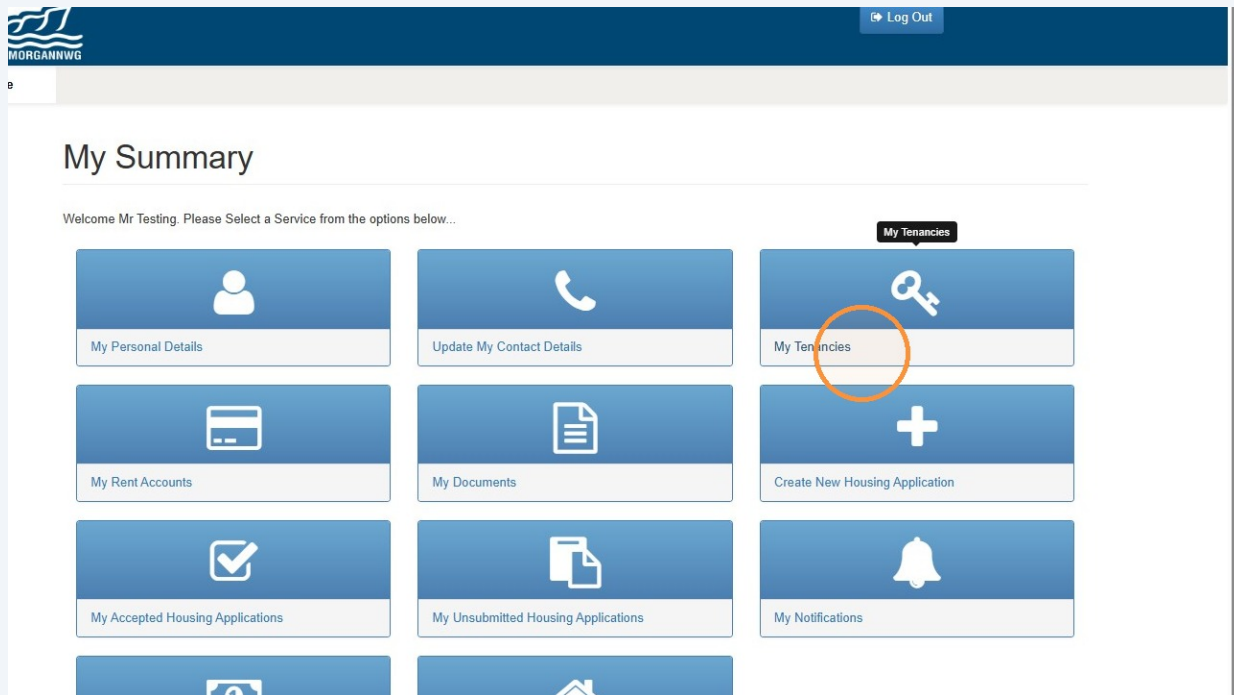
My Summary

Welcome Mr Testing. Please Select a Service from the options below...

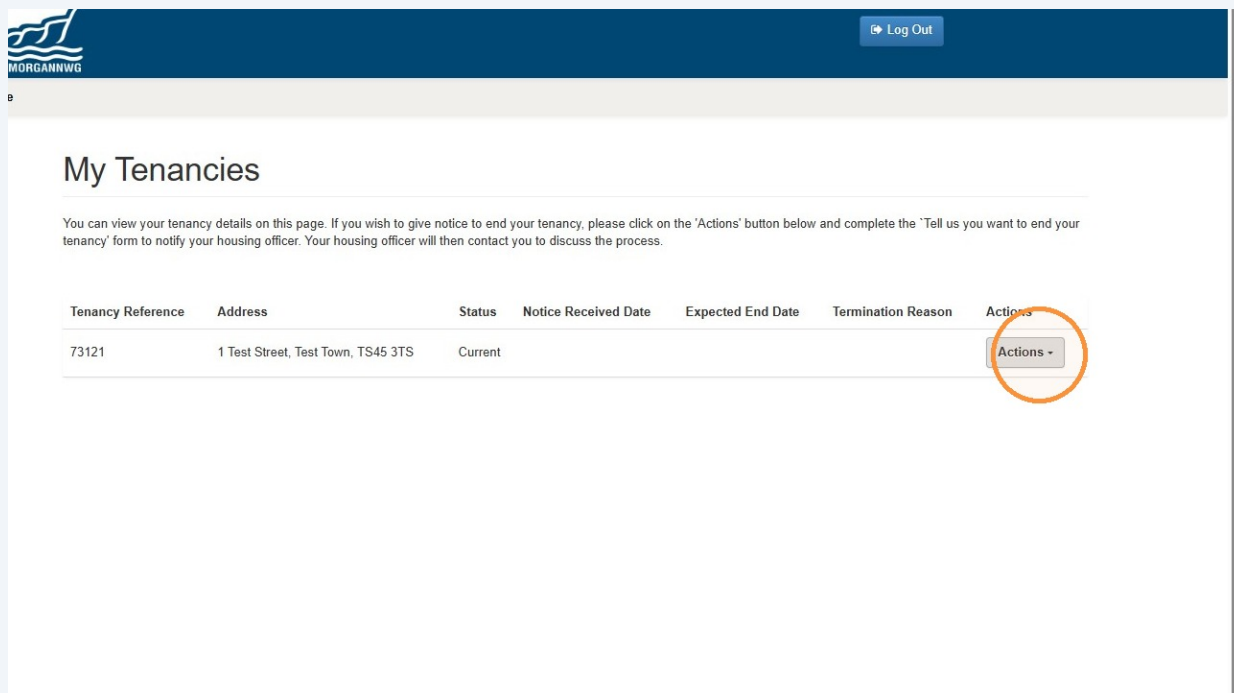


Tenancy Selection

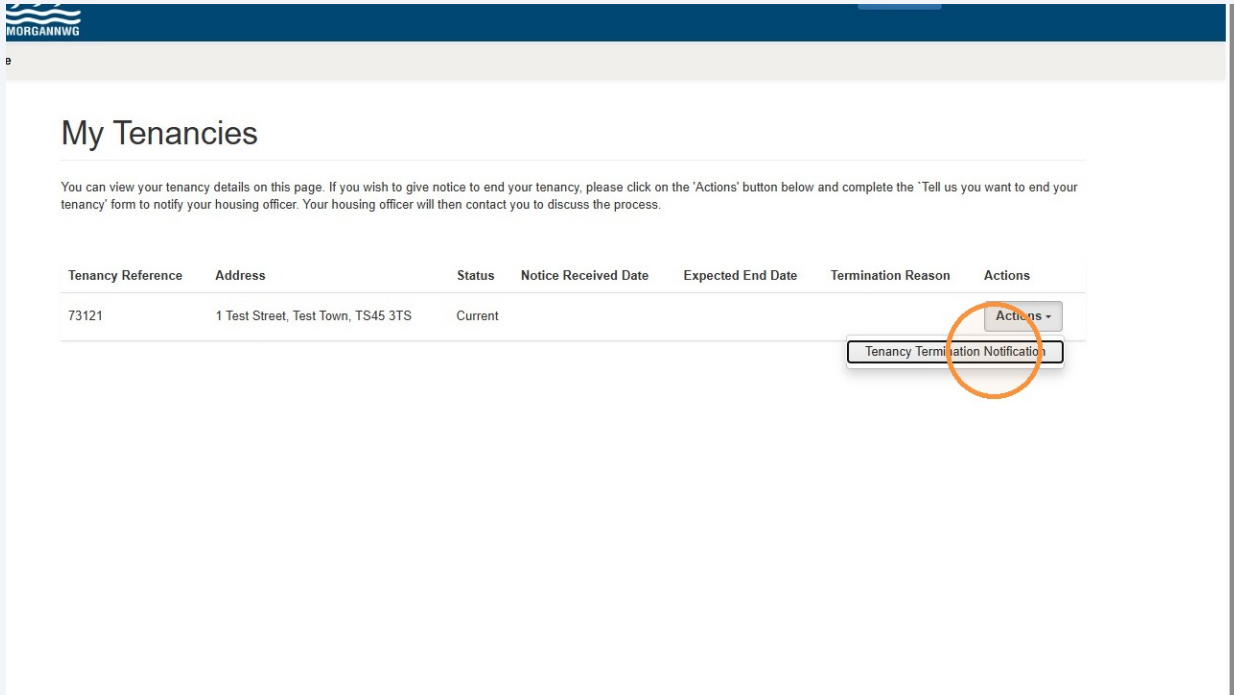
2 Click "My Tenancies"



3 Click "Actions"



4 Click "Tenancy Termination Notification"



MORGANNWG

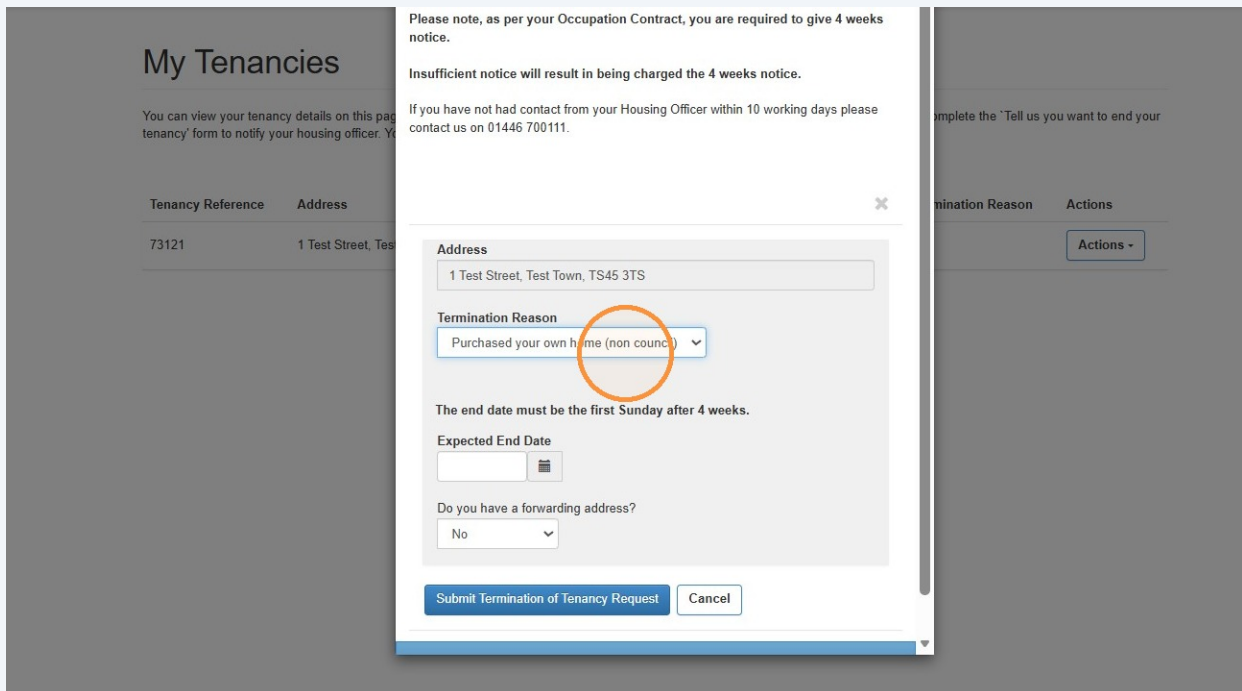
My Tenancies

You can view your tenancy details on this page. If you wish to give notice to end your tenancy, please click on the 'Actions' button below and complete the 'Tell us you want to end your tenancy' form to notify your housing officer. Your housing officer will then contact you to discuss the process.

Tenancy Reference	Address	Status	Notice Received Date	Expected End Date	Termination Reason	Actions
73121	1 Test Street, Test Town, TS45 3TS	Current				Actions - Tenancy Termination Notification

Termination Details

5 Select the reason you have terminated.



My Tenancies

You can view your tenancy details on this page. If you wish to give notice to end your tenancy, please click on the 'Actions' button below and complete the 'Tell us you want to end your tenancy' form to notify your housing officer. Your housing officer will then contact you to discuss the process.

Tenancy Reference	Address
73121	1 Test Street, Test Town, TS45 3TS

Please note, as per your Occupation Contract, you are required to give 4 weeks notice.

Insufficient notice will result in being charged the 4 weeks notice.

If you have not had contact from your Housing Officer within 10 working days please contact us on 01446 700111.

Complete the 'Tell us you want to end your tenancy' form to notify your housing officer. Your housing officer will then contact you to discuss the process.

Termination Reason

Purchased your own home (non council) ▼

The end date must be the first Sunday after 4 weeks.

Expected End Date

Do you have a forwarding address?

No ▼

[Submit Termination of Tenancy Request](#) [Cancel](#)

6

Click the calendar icon for Expected End Date and select the date you wish to end your tenancy. Please note, as per your Occupational Contract, you are required to give 4 weeks notice. Insufficient notice will result in being charged the 4 weeks notice.

For more information on your tenancy, please contact us on 01446 700111.

Tenancy Reference	Address
73121	1 Test Street, Test Town, TS45 3TS

Address
1 Test Street, Test Town, TS45 3TS

Termination Reason
Purchased your own home (non council)

The end date must be the first Sunday after 4 weeks.

Expected End Date
[Calendar icon]

Do you have a forwarding address?
No

Submit Termination of Tenancy Request Cancel

7

Please provide your forwarding address by select the "Yes" option.

For more information on your tenancy, please contact us on 01446 700111.

Tenancy Reference	Address
73121	1 Test Street, Test Town, TS45 3TS

Address
1 Test Street, Test Town, TS45 3TS

Termination Reason
Purchased your own home (non council)

The end date must be the first Sunday after 4 weeks.

Expected End Date
30/09/2026 [Calendar icon]

Do you have a forwarding address?
Yes

Address Line 1
[Text input field]

Address Line 2
[Text input field]

Submit Termination of Tenancy Request Cancel

Logged in as Mr Hol Testing

Forwarding Address

8 Enter your forwarding address details.

Home

My Tenancies

You can view your tenancy details on this page. To end your tenancy, you must complete the 'Tell us you want to end your tenancy' form to notify your housing officer. You can find this form in the 'My Tenancies' section of the 'My Account' page.

Tenancy Reference	Address
73121	1 Test Street, Test Town, TS45 3TS

1 Test Street, Test Town, TS45 3TS

Termination Reason

Purchased your own home (non council) ▾

The end date must be the first Sunday after 4 weeks.

Expected End Date

30/09/2026 📅

Do you have a forwarding address?

Yes ▾

Address Line 1

Address Line 2

Address Line 3

Postcode

Submit Termination of Tenancy Request

Cancel

complete the 'Tell us you want to end your tenancy' form to notify your housing officer. You can find this form in the 'My Tenancies' section of the 'My Account' page.

Termination Reason

Actions ▾

Actions ▾

9

Click "Submit Termination of Tenancy Request". Your Housing Officer will then contact you and advise you of the process.

The screenshot displays a web application interface for submitting a termination of tenancy request. A modal form is open, allowing the user to provide details for the request. The form includes the following fields:

- Expected End Date:** 30/09/2026
- Do you have a forwarding address?:** Yes
- Address Line 1:** Test House
- Address Line 2:** Test Street
- Address Line 3:** (empty)
- Postcode:** CF61 1LP

The **Submit Termination of Tenancy Request** button is highlighted with an orange circle. The background shows a table with the following data:

Tenancy Reference	Address
73121	1 Test Street, Test

Below the table, there is a section for **Termination Reason** and **Actions**, with an **Actions** button. The footer of the application indicates the user is **Logged in as Mr Hol Testing**.