

### TERMINATION OF TENANCY – **DEATH OF TENANT**

Please complete this form fully and delete those parts that do not apply

<b>Main tenant's name</b>	
<b>Joint tenant's name (if applicable)</b>	
<b>Property address</b>	

I/We hereby give four weeks' notice to terminate the tenancy of the above address owing to the tenant having died.

I/We will give Charnwood Borough Council vacant possession of the property.

I/We agree to return all keys to it, including sheds and other outbuildings by the date below:

The date you give below must be a **Monday**. If you are sending this notice on any day other day than a Monday (i.e. Tuesday onwards) the date you put below must be the following Monday.

<b>Date of start of notice (Monday)</b>	
<b>Date when this notice expires (This date must be on a Sunday and at least four weeks after the notice start date)</b>	

**YOU MUST RETURN ALL THE KEYS BY MIDDAY ON THE MONDAY FOLLOWING THE NOTICE END-DATE. IF YOU DO NOT RETURN THE KEYS BY THEN WE WILL CONTINUE TO CHARGE RENT.**

Name of executor or next of kin	
Contact address	
Contact phone number	
Contact e-mail address	

I/We confirm that I/we have read and understood the information contained in it. **I/We understand that once I/We sign this form I/we am/are bound by it.**

<b>Signed by the executor or next of kin</b>	
<b>Date</b>	

<b>Please list any adaptations in the property (e.g. stairlifts; ramps; lowered units etc)</b>	
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We must carry out an inspection of the property **before** you return the keys. Please indicate below when you will be available (tick as many boxes as you can).

When we carry out this inspection we will notify you if you need to carry out any repairs or replacements. If you do not carry these out the deceased tenant's estate will be recharged for the cost of the work carried out by the council.

<b>Times</b>	<b>Mondays</b>	<b>Tuesdays</b>	<b>Wednesdays</b>	<b>Thursdays</b>	<b>Fridays</b>
<b>8 am – 1 pm</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10 am – 2 pm</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Midday – 4 pm</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us below if you have any special requirements, for example, dates to avoid; ring before appointment etc:

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## Termination of tenancy: important advice and information

You must read the following information before you complete the termination of tenancy document:

It is a condition of the tenancy that **four weeks' written notice** is given when you are terminating the tenancy even if you are the executor of a tenant's estate or you are acting on behalf of a deceased relative. In law death does not end a tenancy.

**We may agree to waive part of your four-week notice period if we are able to re-let the property before that period expires (whole weeks only).**

The tenant's estate should continue to pay the rent until the tenancy ends. If you are late handing in the keys rent will continue to be charged on the property until the Sunday after the keys are handed in.

Any housing benefit entitlement will cease from the Monday following the death of the person receiving it, however the liability for rent will continue until the end of the tenancy.

The tenant's estate will be responsible for any outstanding rent. As the tenant's personal representative you may be contacted to make arrangements to pay any outstanding amount. If there is no money in the estate you will need to confirm this to Charnwood Borough Council in writing.

You must return the keys to the property to the customer services team at the council offices on Southfield Road, Loughborough by **12 noon** on the Monday after the end date shown on the termination form.

We will give you a receipt for the keys, which you should keep for your future reference as this is your proof that the keys have been returned.

You must give vacant possession to us: this means that no-one - including pets - must be left in the property when you hand the keys in to the council.

We will recharge the deceased tenant's estate if the tenant has caused wilful damage to a council property or has carried out alterations without first getting written permission from the council.

You must ensure any repairs or replacements are carried out before the keys to the property are returned; otherwise we will re-charge the deceased tenants estate for the cost of putting things right.

Before returning the keys to the property you must make sure it is clean and tidy. Remove all belongings from the property (including the loft area), garden and outbuildings and arrange for any unwanted items and rubbish to be taken away.

At the discretion of Charnwood Borough Council some items such as carpets may be left at the property if they are in a good condition. This will be agreed by the inspector at the pre-termination inspection.

If any rubbish or other items are left in the property the deceased tenant's estate will be recharged for its removal.

SOFA may be able to collect and make use of furniture in good condition for households in need throughout the borough of Charnwood. This organisation can be contacted on 01509 262557

Remember to turn off the water supply at the stop tap. This is often to be found under the kitchen sink. You should also advise Severn Trent that the tenant has died.

Remember to turn off the electricity at the fuse box.

You should make arrangements to have the gas & electricity meters read by the supplier. It is a good idea to take a final meter reading yourself when you leave and to keep it safe in case there are any queries with the final bill. Pre-payment meters should be left debt-free including non-usage of emergency credit. If you are removing any gas appliances e.g. cooker or fire, it is essential that the supply is properly capped off by a Gas Safe-registered tradesperson. If you are removing an electric cooker this should be carried out by a qualified electrician as most electric cookers are now wired in. We will arrange for the supply at your property to be transferred to our preferred supplier at the anticipated tenancy end date. It is important, therefore, that you advise us of any delays in returning the keys.

The council will not be able to forward the deceased tenant's post to you after the keys have been returned. You can contact the Post Office to ask if the deceased tenant's post can be re-directed.

Remember to notify everyone that needs to know that the tenant has died.

This might include:

- Council tax (03456 091258)
- DWP or other benefit offices including housing benefit (housing benefit section on 0845 6091258 or the DWP on 0800 328-5644)
- Water, gas and electricity suppliers
- Banks / building societies / credit card companies
- Insurance companies
- TV licensing, cable, satellite, broadband & telephone companies
- Doctor, dentist, optician, hospital
- Children's schools
- Newspaper / magazine subscriptions
- Delivery companies