



## Ending a tenancy when someone dies

We know it is a difficult time when someone dies. Our staff are here to help you and advise you on how to end the tenancy.

### **How do I end the tenancy?**

You will need to fill in a termination of tenancy form and send this back to your local housing office. The tenancy will end from the Sunday after the date of death. Until you give us a copy of the death certificate and hand in the keys, charges will accrue equivalent to the weekly rent.

### **Copy of death certificate**

A copy of the death certificate is needed to end the tenancy, without this we will be unable to end the tenancy and rent will still be charged. If you have a problem in giving us a copy of this, please contact your local housing office on the number below.

### **What happens next?**

Once we receive the termination of tenancy form, we will arrange to visit the property to carry out a property inspection. It is important that you are available for this.

### **Housing benefits**

If housing benefit is being paid, you will need to inform housing benefits the date of death. Housing benefit will stop being paid from the Sunday after the date of death.

### **How should the property be left?**

You will need to clear all belongings from the property, garden and shed, including any items no longer wanted. This includes the loft space.

The property and garden should be left clean and tidy.

Any sheds, greenhouses or other structures should be removed.

If the property is not cleared or there is any damage to the property not classed as fair wear and tear, there will be a charge for us to carry out the clearance and repairs.

### **If there is a garage how should this be left?**

You will need to clear all belongings and leave it tidy, if not we will charge for us to do this.

### **If there is a garage site, how should this be left?**

Garage sites should have the garage removed however if the current structure is in good condition and you wish to sell the garage, please contact the Lettings Team to see if there is anyone on the waiting list who wishes to purchase a garage. If this is not the case and the garage site is not cleared we will charge for us to do this.

### **Gas & electricity**

Before you hand the keys in you will need to read the meters so that the final bill can be paid. You will need to tell us who supplies the gas and electricity.

### **Handing in the keys**

All the keys must be returned to the local housing office, this includes the front and back doors, outhouse, communal entrance doors and garage keys. This must be no later than the Monday that you advise us you will hand them in. If you are unable to hand in the keys on the agreed date you must contact us to let us know and agree a new date. Until the keys are returned, there will be a charge equivalent to the weekly rent for each week.

### **Rent**

We will send the next of kin a final rent statement after the keys are handed in. We will send out a form with this to ask if there is an estate and solicitor, this will need to be completed and sent back to us. An estate is where the person who died has left money or property behind.

If there is an estate we will ask for any debt to be paid, if there is a credit this will be paid to the estate. However, if there is no estate the debt will be written off and any credit will be sent to the next of kin.

**Any queries please contact us on 0800 011 3447**