

ENDING A TENANCY FOLLOWING A BEREAVEMENT



We realise that coping with the death of a friend or relative can be a very difficult time and hope that this factsheet will provide all the information you need on ending a tenancy with us.

Under English law a tenancy does not automatically end on the death of a tenant; the tenancy needs to be brought to an end by notice.

HOW DO I END THE TENANCY?

Please contact us as soon as you can and tell us your name, address and contact number as well as the name and address of the tenant who has died. We will also need to know:

- your relationship with the tenant
- the date the tenant died
- whether you are the person who is responsible for carrying out the terms of their will (i.e. whether you are an Executor to their will or have been appointed an administrator by the Probate Office).

Only the next of kin or an executor can end a tenancy. If you are a friend of the deceased, we will ask you for any details of relatives they had.

We will ask when the property will be cleared of possessions and when the keys will be returned to us.

In order to legally end a tenancy, the next of kin/ executor will need to sign some paperwork. We will also need a copy of the death certificate for our records.

HOW MUCH NOTICE IS REQUIRED?

Tenancies must end on a Monday and we will end the account as soon as we are in receipt of all documents and keys. Under Blackpool Council's Tenancy Agreement, full rent is payable until the documents and keys are returned to us.

Any outstanding rent will be charged to the late tenant's Estate. The person who is ending the tenancy is not liable for any charges. If rent has been paid in advance we will refund this to the tenant's Estate, once all other outstanding charges have been deducted.

WHAT HAPPENS ABOUT THE RENT?

If the tenant received Housing Benefit this will automatically be cancelled from the Sunday following the date of their death. Full rent will become payable until the property is cleared and the keys are returned to us. The tenant's Estate is responsible for covering the rent and not the individual who signs the paperwork. If no funds are available in the estate, please confirm this to us in writing to avoid unnecessary communication.



WHAT ITEMS DO I NEED TO CLEAR FROM THE PROPERTY?

All personal items need to be removed from the tenants property, including: carpets, curtains, furniture and white goods (e.g. kitchen appliances) before the keys are returned.

If you wish to recycle unwanted furniture, the following local charities may be able to help you:

- **Helping Hand - Tel: 01253 622960**
- **Refurb Ltd - Tel: 01253 873371**
www.refurbproject.org
- **Furniture Matters - Tel: 0800 1692407**
www.furniturematters.co.uk

The property should be left clean and tidy, and clear of all belongings. If this is not possible, we will charge the Estate for any work we carry out. If you think there might be a problem, please contact us to discuss your concerns.

WHAT DO I DO WITH THE KEYS?

The keys need to be labelled with the property address and our Lettings Team will advise how to hand these back to us.

Please do not post the keys to us or leave them in the property as this will delay the tenancy end date. If it is difficult for you to return the keys, please contact us to discuss possible alternative arrangements.

WHO ELSE MAY I NEED TO NOTIFY OF THE TENANTS DEATH?

You may also need to contact the following organisations:

- **Government Register Office - Tel: 01253 477177**
- **Council Tax and Benefits - Tel: 01253 477477**
- **Department for Work and Pensions**
- **Dentist, Opticians, Local Doctors Surgery**
- **Building Society, Bank or Credit Companies**
- **Utility Companies (e.g. gas, electricity & telephone companies)**

CONTACT US

The Lettings Team

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