

## FACT SHEET

# Ending a tenancy when someone's died

We've put some information together to help you when you're ending a tenancy on someone else's behalf. Please take the time to read through this and make sure you're ready to end the tenancy.

### 1. Give four weeks' notice

You'll need to give us written notice four weeks' before you'd like the tenancy to end. You can do this by completing the form at the end of this factsheet and delivering it to your local office with a copy of the death certificate – we're unable to accept email notices. The notice period will then start from the first Monday after we receive your written notice.

### 2. Make sure the rent is up to date

We'll keep charging the weekly rent during the notice period. Any arrears or money owed should be cleared before the tenancy ends, but if any charges are outstanding, they'll be payable by the estate.

### 3. Inform Housing Benefit

If all or part of the rent is paid by Housing Benefit or Universal Credit, please get in touch with the local authority or the Department of Work and Pensions (DWP) to let them know.

### 4. Property inspection

We'll make an appointment to come and inspect the condition of the home as soon as possible. We'll then advise you of any work you may need to do to avoid the estate incurring any costs.

### 5. Clean and clear the property

Please hand back the property in a clean and tidy condition. This includes clearing any sheds, lofts and garages as well as cutting the grass.

We'll remove any belongings left behind that haven't been agreed to and will recharge the estate for any cleaning or clearing that needs to be done at the property once the tenancy has ended.

### 6. Returning the property's keys

Please make sure all the doors and windows are locked when you leave the property.

You should return all keys and other property related items to your local office, by 10am on the Monday after the tenancy ends. This includes door keys, communal keys, fobs, shed keys, garage keys and parking permits.

If you don't return the keys on time, we'll continue to charge rent to the estate until they're returned. There may also be extra charges if the keys are not returned at all.

### 7. Repairs and alterations

If alterations or repairs have been made to the property without asking us first - and they haven't been carried out to a high enough standard - we may charge for the costs of putting them right.

If you're unsure about any of the repairs or alterations that have been made in the property, please call your local office to check or discuss it with us at the property inspection.

### 8. Care alarm systems

If there's a care alarm system in the property, please let the provider know the tenancy is ending and arrange to send the equipment back to them.

### 9. Return any disabled aids

If there are any disabled aids in the property, including a walking frame, bath aids, or a wheelchair, please arrange for them to be sent back to the supplier. You'll usually find a sticker with the telephone number and a reference on each item.

### 10. Gas and electric

Please leave the gas and electric cards or keys in the meters as they won't work anywhere else. You should also make sure you don't leave any money owed on the meters.



**Please return this form to your local Sovereign office**

**Address of property where tenancy is ending:** .....

**Name of deceased tenant:** .....

Name of person completing the form: .....

Relationship to tenant: .....

Address of person completing form: .....

Home tel: .....

Work tel: .....

Mobile: .....

Email: .....

Do you have power of attorney or deputyship?

No

Yes (*please enclose proof*)

I am giving you four weeks' notice to end the tenancy.

I will give Sovereign vacant possession and understand that the tenancy will end on:

Sunday

(date)

I will return all keys to you by 10am on:

Monday

(date)

If I return the keys before the tenancy end date, I agree to give permission for Sovereign to enter the property and start any works needed. However, I understand that rent will continue to be charged until the end of the four week notice period.

I will leave any electric and gas keys or cards in the property.

I understand that if keys are not returned on time, Sovereign will continue to charge weekly rent.

I agree to clear the property and garden of all contents including rubbish and give permission for you to dispose of anything left behind, for which there may be a charge.

Tenant 2 print name: ..... Signature: .....

Date: .....

**Please complete**

**Details of property where tenancy is ending**

Type	Entrance	Bathroom and WC	Parking	Garden
<input type="checkbox"/> House <input type="checkbox"/> Bungalow <input type="checkbox"/> Maisonette <input type="checkbox"/> Flat  Floor level if a flat:	<input type="checkbox"/> Private <input type="checkbox"/> Communal  Number of steps at the front door:	<input type="checkbox"/> Bath <input type="checkbox"/> Shower over bath <input type="checkbox"/> Separate shower <input type="checkbox"/> Wet room <input type="checkbox"/> Ensuite <input type="checkbox"/> Downstairs WC	<input type="checkbox"/> Garage <input type="checkbox"/> Driveway <input type="checkbox"/> Off street <input type="checkbox"/> On road <input type="checkbox"/> Permit	<input type="checkbox"/> Private <input type="checkbox"/> Communal <input type="checkbox"/> None
Number of bedrooms	Number of living and dining rooms	Heating type	Gas supplier name	Electric supplier name
Single:  Double:			Name:  <input type="checkbox"/> Quarterly <input type="checkbox"/> Key meter	Name:  <input type="checkbox"/> Quarterly <input type="checkbox"/> Key meter
Disabled adaptations (please give details):				

**Other contracts held with Sovereign which need to be ended**

- Care and support alarms
- Grass/hedge cutting
- Garage

Garage Address: .....