



Ending the tenancy of a family member who has passed away

If a friend or family member has passed away we're very sorry about your loss. This factsheet will guide you through the process of ending their tenancy.

If you're ending the tenancy for a family member or friend who has passed away, you'll need to attach a copy of their death certificate to the end of tenancy form (on the back of this factsheet).

Unfortunately if you don't send us a copy of the death certificate, we can't end their tenancy. If you don't send this in the notice period, the property might be charged for further rent.

Any entitlement of benefits stop on the Monday following the date of death, meaning rent will still be due until the tenancy ends, which includes the four weeks' notice period.

If your family member or friend received benefits to cover their housing, you need to contact the relevant benefit agency to inform them.

If your family member or friend has passed away, rent is due until their tenancy ends and the keys have been handed in. If keys are returned before the end of tenancy date work will commence in the property.

If rent is owed, we will get this from the estate to cover the notice period.

If there is a credit this will be paid to the estate or the executor of the estate.

After you've notified us, we will write to the next of kin to confirm we have notice and the date the tenancy ends. We'll also send the rent account balance (up to the date we sent the letter).

End of tenancy visit

Our end of tenancy visit gives you the opportunity to ask us for advice and support. We'll carry out a final inspection and also discuss:

- any repairs and maintenance your home needs,
- whether you want to leave any items such as carpets or curtains,
- the rent account balance, and
- how local charities can help you remove any unwanted items.

Unwanted items

You can donate any unwanted items of furniture to local charities like Age UK or Furnaround. They'll come and collect them at a convenient time. For more information call:

- Age UK on 01625 440776
- Furnaround on 07775 941809

Please remember we're here to help, if you have any concerns please contact us.

End of tenancy form

Name _____

Address _____

Email _____

Phone number _____

I give Peaks & Plains Housing Trust notice
that I want to end the tenancy of: _____

This notice will end on Sunday ___/___/_____(Period of four week's rent)

I agree to accompanied viewings in my notice period (please tick)

Does the home have any adaptations, such as hand rail or lever taps? If so please give details:

I accept that I will leave the home according to the conditions in the Tenancy Agreement, and the Trust isn't responsible for any items left at the end of the tenancy. I also understand that items left in the home after I hand in the keys will be disposed of and I will be charged.

Forwarding address _____

Signature(s) of tenant's representative _____

Tenant's representative _____

Tenant's representative contact details _____

You may be able to reduce the notice period if you're able to complete an end of tenancy visit during the first week's notice and allow viewings during the notification period

Please tick when you're free for us to visit you for an end of tenancy visit

- Tuesday am Tuesday pm
 Wednesday am Wednesday pm
 Thursday am Thursday pm


Please send this completed form to us at Peaks & Plains Housing Trust,
Ropewalks, Newton Street, Macclesfield, SK11 6QJ

Contact us

 trust@peaksplains.org

 www.peaksplains.org

 0800 012 1311

 Peaks & Plains Housing Trust, Ropewalks,
Newton Street, Macclesfield, SK11 6QJ