

**Stevenage Borough Council**  
**Termination of Tenancy Form Upon Death**



Please fully complete this form. If you have any concerns or queries please get independent legal advice.

Once completed please return this form to us at: [HousingBusinessSupport@stevenage.gov.uk](mailto:HousingBusinessSupport@stevenage.gov.uk)

<b>Name of tenant:</b>	<b>Address of property: (if applicable include store No and location)</b>
<b>Date of tenant's death:</b>	<b>Death certificate No:</b>
<b>Date you wish the tenancy to end:</b>	<b>Date keys are to be returned (see Note 2 overleaf):</b>

I have read and understood the guidance notes attached with this form

I confirm that the information on this form is correct and give notice to terminate the tenancy of the above property on the date shown.

I agree to remove all furniture and personal possession (including in the garden and loft), and any animals, and to leave the property in a clean lettable condition. I understand that any necessary work to clear or repair the property including the garden by Stevenage Borough Council will be recharged to the estate, and that anything left behind, may be disposed of in any way Stevenage Borough Council wishes. I understand that any possessions remaining in the property after termination of the tenancy will be assumed to be unwanted, will vest in the council and will be disposed of; it is not the council's responsibility to store these for any period unless prior arrangement has been made in writing.

I understand that during the four week notice period it will be necessary for your voids team to complete a pre-termination inspection of the property. I will allow access to the property for this inspection to take place before I leave. If I do not hear from you I must call you on 01438 242242 to set this appointment up.

I understand rent will be payable by the estate until the notice period expires. I understand that I are not liable for the rent unless I/we are the executor(s) of the estate.

I have provided a copy of the Death Certificate or Tell Us Once notification. If I have been unable to I understand the termination process cannot commence until I/we provide you with this.

<b>Full name and address</b>	
<b>Signature:</b>	
<b>Your relationship to the tenant:</b>	
<b>Telephone No:</b>	
<b>Email address:</b>	
<b>Date:</b>	

### 1. How do I end a tenancy?

You must give us four weeks' notice in writing to end this tenancy which can be ended on any day of the week. This is called the 'notice period'. If you do not give proper notice, the tenancy will not end. Only the Next of Kin or an executor can end a tenancy.

As well as written notice we require either the Death Certificate or Tell Us Once Notification. Once we have these we will write out to you within 2 working days advising you that the property is now on notice and provide you with further details of the termination.

Please note that if you do bring this tenancy to an end:

- The full rent will still be due during the notice period
- The termination notice will end the tenancy of any joint tenants
- You must not allow any person to remain living in the property when the tenancy ends. If you do, we will charge the Estate for the property until the person moves out. The Estate will also be charged to pay our legal costs of taking action to remove that person

### 2. How and where do I return the keys?

The keys to the following must be returned to us:

- All front door, side door and back door keys
- Electronic fob keys
- Any communal door keys
- Any shed, outbuilding and store keys
- Attached garage keys

These must be returned to the council offices no later than 12 noon the day after the tenancy ends (unless this is a Saturday, Sunday or bank holiday, in which case it will be the next working day). If the property is a sheltered property the keys need to be returned to the Warden's office.

If we do not receive the keys on time, the Estate will continue to be responsible for paying the rent and charges for the property. The Estate will also have to pay for any damage caused if the property is left unsecured.

When you end the tenancy you must give us vacant possession. This means that:

- No one else can be living there
- You need take all pets with you
- We will consider as abandoned any belongings left in the property on the date the tenancy ends and charge the Estate the full cost of disposal including admin fees and VAT

### 4. How should the property be left?

You should completely clear the entire property including: Loft, all storerooms, sheds, outbuildings, front & rear gardens, all flooring including underlay carpets, laminated flooring & related insulation, outbuildings, garages.

You must leave the property in a clean and tidy condition and in accordance with our leaving standards and conditions. This means:

- Thoroughly cleaning the bath, toilet pan and wash hand basin
- Washing all tiled floors and all painted surfaces
- Thoroughly cleaning all ceramic tiled surfaces
- Sweeping all floors (and scraping floors after removing carpets)
- We will hold the Estate responsible for any damage to the structure of the building or to fixtures and fittings that is not caused by fair wear and tear.
- The structure of the property and any fixtures and fittings must be left in a responsible condition subject to fair wear and tear
- If any repairs are required to the property or fixtures and fittings that are not caused by fair wear and tear the Estate must undertake any repair work requested. If the Estate does not we will arrange to have it done and we will charge the Estate for all costs incurred including the current administration charge.

- Always use qualified or registered tradesman to remove appliances

### 5. I have items I do not need where can I take these?

If you need to use the council's bulk refuse service please arrange this with Environmental Operational Services on **01438 242242** so that the rubbish is removed before you return the keys. You cannot use this service after you hand in the keys. Refuse can be disposed of at the household waste site in Caxton Way at no charge. We will not accept responsibility for items left behind and will recharge the Estate for their removal and disposal, even if there is only one item to be removed.

[www.stevenage.gov.uk](http://www.stevenage.gov.uk)

### 6. What happens to a Housing Benefit claim on death?

Housing Benefit ceases to be paid on the Monday following the death of a tenant and the full rent is due during the four week notice period. We can occasionally waive the four weeks' notice period so that the keys can be handed back immediately, to avoid paying extra rent.

### 7. What are the costs involved in ending a tenancy?

There may be charges for redecorating, cleaning and removing rubbish that must be paid from the deceased tenant's estate. Please speak to Tenancy Services if you need any more information.

Upon non-payment of all housing related debt Stevenage Borough Council reserves the right to recover said debt using our external debt collecting agency or referral to the small claims court.

### 8. How can I contact you if I need more help?

For more information about ending a tenancy after a tenant has died please see our website [www.stevenage.gov.uk](http://www.stevenage.gov.uk) or contact us on 01438 242666.

### 9. What else should I do at this time?

- Notify Council Tax and Housing Benefit (if applicable)
- Notify the Department of Work & Pensions if the tenant received any benefits