



PEAKS & PLAINS
Housing Trust


Ending a tenancy after the death of a tenant...

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 to housing benefit stops 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 housing benefit, you need to tell Cheshire East Council of the date of death. You can contact **Cheshire East Council** on  **0300 123 5013**.

If your family member or friend has passed away, rent is due until their tenancy ends and the keys have been handed in. Please remember we're here to help, if you have any concerns please contact us.

- 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 we have received the form we will:

- contact you to confirm the date the tenancy ends and the date that you need to return the keys
- arrange an end of tenancy visit.

End of tenancy visit...

At the end of tenancy visit we will:

- carry out a general property inspection
- offer advice on the clearance of the property


Unwanted items...

You can donate any unwanted items of furniture to local charities like Age UK. They'll come and collect them at a convenient time.

 For more information call: **Age UK** on **01625 440 776**

Contact us...

We're here to help, if you have any concerns or questions please contact us...

 **0800 012 1311**

 **trust@peaksplains.org**

 **www.peaksplains.org**

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

End of tenancy form...



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Please send this completed form along with a full or interim death certificate to:

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

1. About the tenant who has passed away...

Name:

Address:

Town:

Postcode:

Date of Birth: *(if known)*

Does the property have any adaptations, such as handrails, lever taps or stairlifts, that you are aware of?

If so, please give details:

2. About you... (the tenant's Next of Kin)

Name:

Address:

Town:

Postcode:

Relationship to tenant:

Phone number:

Email address:

We will try to plan our end of tenancy visit to suit you if we can. What days and times suit you better?

I accept that the home will be left according to the conditions in the Tenancy Agreement, and that 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 there may be a charge to the estate.

Signature of
Next of Kin:

Date:

We cannot accept digital signatures.