

Please complete and return to Bolton at Home.

V3 Nov 17

Termination Notice - Following a bereavement

- I hereby give 2 weeks notice to terminate the tenancy as noted below.
- I understand the notice period will only start from the **Monday after** Bolton at Home receives the termination notice.
- I understand that this notice is a legally binding document to end the tenancy and rent is payable during the notice period.
- I understand that there will be a charge if there is rubbish left in the property / gardens, or the property is not left in a good, clean condition, or repairs are required due to willful damage, or there have been unauthorised alterations to the property.
- Please refer to leaflet on Ending your Tenancy or visit our website www.boltonathome.org.uk for full information and required standards for ending your tenancy to avoid any charges.

If the deceased received Housing Benefit, please note that this will end on the Sunday following the death of the tenant.

Name of deceased:

Address of the deceased:

Postcode:

Next of Kin / Executor details:

Name of next of kin
or executor dealing with
Estate:

Relationship to tenant:

Correspondence address:

Postcode:

Contact
Telephone number:

Contact email address:

Mobile number:

We will remind you when to hand in the keys/fobs, so please ensure a mobile number is provided. Please note: If they are not returned on time, a further weeks rent will be charged.



Please tell us about the current property:

Number of bedrooms in the property: _____

Is this a furnished tenancy? Yes / No

Is there careline equipment in the property? Yes / No

More about the property:

If the property has any of the following, please tick the relevant boxes below:

Stair lift	<input type="checkbox"/>	Wet room	<input type="checkbox"/>	Log burner	<input type="checkbox"/>
Level access shower	<input type="checkbox"/>	Adapted kitchen units	<input type="checkbox"/>	Laminate flooring	<input type="checkbox"/>
Disabled ramps	<input type="checkbox"/>	Hand Rails	<input type="checkbox"/>	Structural Alterations	<input type="checkbox"/>

Any other changes, alterations or adaptations? _____

If you have ticked any of above, please tell us who authorised these:

Bolton at Home authorised: Completed privately:

Please indicate if you give permission for Bolton at Home to inform our preferred energy supplier.
Yes / No

- I understand Bolton at Home will dispose of any goods or personal items that is left in the property or gardens and understand I will be charged for the removal and disposal of such items.
- I understand "The personal representative is responsible for paying all the deceased's debts, taxes and expenses. The personal representative should make these payments from the estate of the deceased. Only when all debts are paid can the personal representative share out the rest of the deceased's estate. A final balance will be sent to you following termination."

Signature: Date:

On completion, this form should be returned to:

Bolton at Home
 Valley House - 98 Waters Meeting Road
 The Valley
 Bolton
 BL1 8SW

OFFICE USE:

Date notice received by Bolton at Home: _____

Received by Officer Name: _____

Termination Date: _____

Ending a tenancy following a bereavement.

What should I do if a Bolton at Home tenant dies?

You should let us know about the tenant's death as soon as possible. We can advise you if anyone remaining living in the property has a right of succession.

How do I end the tenancy?

When you notify us of the tenant's death, we will send you a termination notice to sign and return to us which will legally bring the tenancy to an end. We will also need the following:

- Details of the tenant's next of kin (closest relative)
- Copy of the Death Certificate
- Your address and contact details, or the address of the person dealing with the tenant's affairs (if not you)

Giving us notice

- Please complete and return the termination form providing at least 2 weeks' notice.
- If you need more time to empty the property, we can provide up to 4 weeks.
- The notice period will **only** start when we receive the termination notice.
- The notice period always begins on a Monday so for example, if the notice is received by us on a Tuesday, the 2 weeks notice will commence from the following Monday.

Please note: Full rent will be charged and will be payable during the notice period. We will confirm the actual termination date once we receive the notification from you.

Housing Benefit

If the deceased was receiving Housing Benefit, please note that this will end on the Sunday following the tenant's death. Full rent will then become payable.

Clear outstanding rent or debt

"The personal representative is responsible for paying all the deceased's debts, taxes and expenses. These payments should be made from the estate of the deceased. Only when all debts are paid can the personal representative share out the rest of the deceased's estate."

Keys / fobs

Please ensure that all keys / fobs are returned to us on time otherwise we will apply a late key charge which is equivalent to 1 week rent.

- All keys / fobs must be handed into our **Head Office** by **10am on the Monday** immediately following your Sunday termination date.
- If you fail to return all keys / fobs, we will apply the late key charge which will cover the cost of replacing the locks.
- We will provide you with a receipt.
- We will send a reminder by phone or text prior to the due date.

Please note: Handing in the keys without giving the full notice required does not end the tenancy. If you give less notice than this, or hand in the keys early, Bolton at Home will charge rent for the full notice period.

Making sure the property is in good condition

Once the property is empty, we will conduct a full inspection to ensure it is left clean, tidy and free from damage and any unauthorised alterations. A summary of the required standards are below:

- 1. Repairs** – We will charge for the cost of any repairs if this is a result of wilful or accidental damage.
- 2. General condition** – If we need to clean or remove rubbish from the property, loft or gardens, then we will charge for the cost of this.

You must remove all furniture, carpets, laminate flooring, personal belongings and any items you do not want. The only exception is the items belonging to Bolton Council (for example you rented a furnished tenancy.)

We will not accept responsibility for any items left behind and we will dispose of them without warning and charge for the cost of clearance.

- 3. Alterations** - If any alterations to the property have been made without our permission, you will need to ensure that the property is put back to its original condition otherwise we will charge for this.

Notify Utility suppliers

You will need to notify the gas, electricity and water providers to inform the tenant has died, the date the property is empty and supply a final meter reading where possible otherwise you may be liable to pay the usage until the next tenant moves in.

If you have gas / electric prepayment meters, please leave the prepayment card / key in the property when you leave.

**Head Office:
Bolton at Home**

Valley House, 98 Waters Meeting Road
The Valley, Bolton, BL1 8SW

Opening Hours: Monday to Friday, 9am – 5pm

Telephone: 01204 328000

For more information, you can visit our website at www.boltonathome.org.uk