

Please keep this Checklist to help with your move.

V3 - Aug 17

## Your quick check list for ending the tenancy following bereavement.

Dealing with the property can be upsetting and complicated. We have put together a quick check list which we hope will be helpful.

**You have completed a termination form to end the tenancy and provided a minimum of 2 weeks notice.**

**Provided a copy of the Death Certificate**

**Provided full details of next of kin / executor**

**Put a reminder in your diary when to hand in all the keys/fobs.**

**Provided Bolton at Home with all up to date contact numbers including a mobile so we can remind you when to hand in the keys.**

**Made arrangements to fix any damage to the property and are aware of the standards required.**

**Returned the property to its original state if any unauthorised alterations have been made.**

**Removed all furniture, laminate flooring, carpets and personal belongings from:**

- **Property / House**
- **Loft**
- **Garden**
- **Outhouse / garage**
- **Left only the items that belong to Bolton Council, for example you rented a furnished tenancy.**

**The property is left in a good, clean condition and all rubbish has been removed from the property.**

**Informed everyone relevant of the circumstances to stop mail and correspondence.**

**Informed Gas, Electric and Water suppliers when the property is empty and provided final readings to them where necessary.**

**If the property has a prepayment meter you have left all prepayment keys / cards in the property.**

For more information, you can visit our website at [www.boltonathome.org.uk](http://www.boltonathome.org.uk)

