



CITY OF
Lincoln
COUNCIL

Ending a council tenancy upon bereavement

A landlord services information leaflet



www.lincoln.gov.uk

01522 873333



Ending a council tenancy upon bereavement

This leaflet is a guide to families, friends and executors about how to end a council tenancy.

We appreciate the difficulties when a family member or close friend dies. We hope that the information in this leaflet should help to calm any fears or concerns you may have in taking on the responsibility of ending a tenancy, clearing the home and returning the keys.

What do I need to do?

Let us know as soon as you can. There is a form in the middle of this leaflet that you can fill in and return to us. This will give us formal notice that the tenancy needs to be brought to an end. The earlier the notice the better, as any problems can be discussed and sorted out.

You can post the notice back to us at City Hall. It will be very helpful if you can have a copy of the death certificate with you if you call in, or attach a copy if the form is posted. We will return this document to you.

How much notice do I need to give?

We legally require four weeks' notice to end the tenancy. This will start from the next Monday after death. The tenancy will end on a Monday and we will tell you the actual date when the tenancy will end. The easiest way to give notice is to complete the short form in the middle of this leaflet.

Rent payments

Rent will continue to be charged during the four-week notice period. Any housing benefit being paid will stop from the date of death. The rent charged during the notice period and any outstanding balance when the tenancy ends will be charged to the tenant's estate.

The term "estate" means the total value of the tenant's money and possessions. We will write to you when the tenancy ends telling you about any money that is owed. You will need to either pay any outstanding amount from the estate or produce evidence that the tenant left insufficient funds to meet the debt. In your role of administering the tenant's affairs you will not be personally responsible for any debts.

Here is a quick checklist of the key points:

- In all cases you must give us 4 weeks notice to end the tenancy. If not you will still be charged the rent for the notice period;
- If possible it would be helpful if you would allow us to do an 'end of tenancy inspection' of the property during the 4 weeks notice period. This will help us to let the property again more quickly and to give you advice on how the property should be left;
- You must leave the property in a good condition as agreed with the person who carries out the end-of-tenancy visit;
- Check that you have done everything listed in this leaflet and that you are ready to end the tenancy.

You must not leave anyone in the property

In the tenancy agreement this is called giving us "vacant possession" of the property. For example, if there is a lodger you must make sure they leave the property by the time the tenancy ends.

The notice time must start and end on a Monday. All the keys must be handed into City Hall before midday on the Monday when the tenancy ends. If you return them after this time extra rent will be charged to the account.

Rent will be charged until the tenancy ends.

End of tenancy Inspection

We will book an appointment with you to carry out this inspection as soon as we receive your notice. It is very important that you keep this appointment.

During the visit we will:

- complete any missing information on the 'end of tenancy' form;
- discuss any arrears of rent outstanding and agree payments required to clear the account at the close of the tenancy;
- identify repairs that are needed before the property is let again;
- tell you about the condition in which we would like the property returned;
- if possible, arrange a suitable appointment for an energy performance inspection to be carried out.

Leaving the property in good order

A new tenant will be moving in so we require that:

- you leave the property clean, tidy, in good repair and decorative condition. This includes any garden, yard, balcony, loft or shed;
- all our fixtures and fittings in the property must be left;
- you disconnect and remove any cooker and washing machine safely. If you are not sure how to do this then get a professional to do this for you;
- all belongings, including all carpets and any rubbish and items stored in the loft, must be removed from the property, sheds and garden unless agreed with us at the inspection;
- you make sure that you leave any garden or outside area clean and tidy.

If you have large items that you no longer want you should contact Customer Services on 01522 873333 and they will tell you about our service for removing these from the property home before you hand it back to us.

A charge will be made for the cost of any cleaning or rubbish that is left in the property. Our charges include administration costs as well as the cost of the work.

We will inspect the property when you hand the keys in to make sure that the property has been left clean and tidy.

Gas and electricity

If gas and electricity were paid by a prepayment card or key please leave the card or key inside the property. The card or key is chipped to the meter in the property and will not work anywhere else.

The gas and electricity meters should not be left with money owing on them.

The energy supplier will be changed to British Gas when we get the notice to end the tenancy. This is done to make it easy for the next tenant to get their service when they move in. Please do not be surprised if you receive a letter from British Gas stating that this has happened. It is quite normal as we have asked for the supplier to be changed.

Have you thought of everything?

Keys

- When you have finished clearing the property please leave it locked up and secure;
- Don't forget to hand all the keys, including any window, shed, garage, and any communal entrance door keys, into City Hall by midday on the Monday the notice ends.

Meters

- Have these read or make a note of the readings yourself and tell the gas and electricity providers so that they can close the accounts.

Water

- Tell the water company about ending the tenancy so that they can close the account.
- Please turn off the mains supply stop tap when finished with the property to stop any damage from leaks or burst pipes, especially in cold weather.

Council tax

- Please tell Customer Services at City Hall so that council tax charges can be ended.

Post

- You can arrange for any post to be directed to your address through the local post office. There is a small charge for this service.

Gas appliances

- You should get a Gas Safe-registered engineer to disconnect any gas cooker and any gas fire that were owned by the tenant. Please do not disconnect our gas fire if there is one fitted.

Phone and cable or satellite TV

- You will have to tell the service provider about the death to end any service being provided.

TV licence

- Inform the TV licensing authority of the death so that the licence can be ended. You can do this at your post office, or online.

Others you should tell

Contact any insurance companies, banks, building society and all other agencies with which the tenant had contact.

You will need to notify the Department of Works and Pensions if any income support, pension or any other benefit was being paid. You must contact the office where the claim is based.

If a council garage was rented

You only need to give us one week's notice to end a garage tenancy. You can give notice on the same form that you used to give notice on the property. You must pay the rent till the tenancy ends.

You can hand the garage keys in earlier as a shorter notice period is applied. Please return these keys to City Hall.



End of tenancy notice (bereavement)

I wish to advise you that:

Forename: _____ Last name: _____

Who held the tenancy of: _____ House / Flat number _____

Name of flats (if appropriate) _____

Street _____

Postcode _____

Died on (date) _____

I hereby give the required four weeks notice, starting from Monday following the date of death for the tenancy to end on _____

In my capacity of next of kin/personal representative, I am advising you of my intention to end the tenancy of this property. The tenancy will end after four weeks from the date of death and rent will be charged till the tenancy ends. Keys may be handed in before the tenancy ends, but this will not result in a reduction in the amount of rent due unless the property can be let again before the end of tenancy date.

Council garages

Did the deceased tenant rent a garage from us? _____ Yes / No

If you answered yes, please write the address of the garage below

Is there a water meter? _____ Yes / No

Name of gas supplier _____

Name of electricity supplier _____

Signed..... Date.....



Forename _____ Last name _____

Address:

House / Flat number _____

Name of flats (if appropriate) _____

Street _____

Town / City _____

Postcode _____

Home telephone number _____ Mobile _____

E-mail address _____

Please remove this form from this leaflet and return to:

Directorate of Housing and Investment
City of Lincoln Council
City Hall
Beaumont Fee
Lincoln
LN1 1DE

OFFICE USE ONLY

End of tenancy visit booked by _____

Housing Officer _____

Date of visit _____

Obtaining copies in alternative formats

This publication can also be made available in large print, or electronically.

Please call 01522 873333 for more information.

The City of Lincoln

Council is passionate about promoting equality and diversity. If you have difficulty in understanding anything in this document, please go to City Hall, Beaumont Fee, Lincoln or any other Council office, where we can call in an interpreter for you through the Big Word Services.

Polish

Rada Miasta Lincoln (z ang. City of Lincoln Council) jest w pełni zaangażowana w promowanie równości i różnorodności. W razie jakichkolwiek trudności ze zrozumieniem niniejszego dokumentu, prosimy udać się do ratusza - City Hall, Beaumont Fee w Lincoln lub do innego urzędu rad miasta, gdzie będziemy mogli zorganizować dla Państwa tłumacza z Big Word Services.

Russian

Городской совет Линкольна является убежденным сторонником в борьбе за равноправие и этнокультурное разнообразие. Если в данном документе вам что-нибудь неясно, пожалуйста, обратитесь в City Hall, Beaumont Fee в Линкольне или в любое другое бюро городского совета, где мы сможем вызвать для вас переводчика, пользуясь услугами агентства Big Word Services.

Bengali

সাম্মততা ও বহুমুখতা উন্নয়নে দৃঢ় খসটি অফ খড়িক্বে কাউথালি অত্যন্ত সনেষ্টে। এই খেরি ককাে খকছু বুবানত আপোের অসুখবধা হনরি অগ্গেরহ পুবক খসটি হরি, খবমন্ট খফ, খড়িক্বে এ বা কাউখনিরি অঘে ককাে অখফনস যাে কয়ানিে খবগ ওয়ারুব সাখডবনসনসর মাধযনম্ আম্রা আপোের জঘে একজ্বে কদাভায়ীর বনদাবস্ত্ করনত পারনবা।

Lithuanian

Linkolno miesto savivaldybė skiria daug dėmesio lygybės ir įvairovės skatinimui. Jei šio dokumento nesuprantate, eikite į Miesto rotušę - City Hall, Beaumont Fee, Lincoln, arba į bet kokį kitą savivaldybės skyrių, kur Big Word vertimų agentūra mums padės susisiekti su vertėju.

Czech

Rada města Lincoln intenzivně podporuje rovnost a diverzitu. Pokud něčemu v tomto dokumentu nerozumíte, dostavte se, prosím, do městského úřadu City Hall, Beaumont Fee, Lincoln nebo do jiné kanceláře tohoto úřadu, kde pro Vás prostřednictvím služeb společnosti Big Word můžeme zajistit tlumočnicka.

Latvian

Linkolnas pilsētas padome dedzīgi veicina vienlīdzību un daudzveidību. Ja jums ir grūti saprast kaut ko šajā dokumentā, lūdz, dodieties uz City Hall, Beaumont Fee, Linkolnā vai arī uz jebkuru citu Padomes biroju, kur mēs ar aģentūras Big Word palīdzību varēsim piedāvāt jums tulka pakalpojumus.

Slovak

Mestský úrad mesta Lincoln so zariadením podporuje rovnocennosť a rozmanitosť. Pokiaľ niečomu v tomto dokumentu nerozumiete, dostavte sa, prosím, do mestského úradu City Hall, Beaumont Fee, Lincoln alebo do inej kancelárie tohto úradu, kde pre Vás prostredníctvom Big Word Services môžeme zaisťiť tlmočnicka.

Chinese (Simplified)

林肯市议会(City of Lincoln Council)致力于促进平等和多样化。如果你有困难理解本文件中的任何内容, 请前去位于林肯市(Lincoln)Beaumont Fee 的市政厅(City Hall), 或者是任何其他的市场议会办公室, 我们可以在那里通过 Big Word 为你找来一位口译员。

Further information

If you have any comments on what you read in this guide, or any service that you receive from the City of Lincoln Council, please let us know. Equally, we are interested in any suggestions that you have on how to make this a more user-friendly document.

e-mail: customer.services@lincoln.gov.uk

telephone: 01522 873333

website: www.lincoln.gov.uk

write to: Directorate of Housing & Investment
City of Lincoln Council,
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