



## Notice to Terminate Tenancy on Death of Tenant

Name of Tenant(s)  
 Address of Property:  
 Name of Next of Kin

In accordance with the terms of the Tenancy, I hereby give a minimum of four weeks' notice to terminate the tenancy of the above property expiring on **Sunday** .....

I understand that Havebury will contact me to arrange a pre-leaving inspection and to answer any questions you may have.

**Property Details:**  
 Total N° of bedrooms  N° of Double bedrooms  N° of Single bedrooms  N° of WCs

If a flat, please indicate what floor the flat is located      **G**    **1**    **2**    **3**

Have any alterations been carried out at the property?    Yes / No

If "yes", please describe: .....

*I understand that under the terms of the Tenancy Agreement, a minimum of four weeks' notice is required and that the estate is responsible for the rent of the premises throughout the notice period, even though the keys may be returned before that expiry date.*

*I declare that I have the authority to act in relation to the deceased's affairs and that I have also read the notes below and understand the information on giving up the tenancy.*

Signed ..... Date .....  
*Next of kin/Executor*

Contact Address ..... Telephone: .....

If you need to obtain a Grant of Probate or Letters of Administration, please ensure we receive a copy.

You must ensure that, when vacating the property, you have informed your utility supplier and that all items not belonging to Havebury have been removed from the property, garden and any outbuildings. The property, garden and outbuildings should be left in a clean and tidy condition, free from rubbish.

Failure to comply with the above conditions may result in any necessary repairs or clearance being made rechargeable to the outgoing tenant's estate.

Your local council may have schemes to help you dispose of bulky items. Please contact your council directly for details.

**Please return this form accompanied by a copy of the Death Certificate to:  
 Havebury Housing Partnership, Havebury House, Western Way, Bury St Edmunds IP33 3SP**

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### FOR OFFICIAL USE

Tenancy terminated on \_\_\_\_\_  
 \_\_\_\_\_  
*Signed for Havebury Housing Partnership*



**MOVING OUT**

Please see below some important information about how we expect the property to be left. There are also details of costs the estate may be liable for if we need to clear, repair or replace things in the property.

**BEFORE YOU MOVE OUT**

You must remove all of your furniture and belongings, including carpets, anything stored in the loft, garden or shed(s) and communal areas.

We will need to carry out a number and safety checks.

You must allow us access to the property to;

- Undertake a Pre-leaving inspection of the property;
- Show new residents around the property;

Carry out work(s) identified by us - this includes fixing repairs for which you are responsible;

If we find any damage after you have moved out, or have to remove any items that you have left behind, we will charge the estate for the cost of repairing or removing them. See table below for details.

<b>IF we have to:</b>	<b>Cost to you:</b>
Standard clearance of 3 or 4 bed properties (individual quotes will be obtained if a specialist clearance is required)	£1,146.672
Standard clearance of 1 or 2 bed properties (individual quotes will be obtained if a specialist clearance is required)	£573.34
Garden clearance, including removal of the shed	Quotable
Renew and hang an internal door	£127.69
Rehang an internal door	£60
Replace door handle set	£35.18
Replace cupboard handle	£13
Replace kitchen base unit door	£70
Replace kitchen drawer	£65
Replace kitchen drawer front	£65
Replace a bath panel	£50
Replace shed locks	£50
Repair holes in ceiling or walls	£45 (minimum)
Replace a mains smoke alarm	£85
Replace a surface socket and box	£25
Disconnect (but not remove) a cooker, oven, or other electrical appliance	£25 per appliance
Replace double glazed unit	Quotable

All prices are inclusive of VAT and admin.

**REMOVING RUBBISH**

Please place only normal household waste in refuse bins and do not over-fill.

Your local authority may be able to provide a rubbish collection service for large items - Please contact them for more details.

St Edmundsbury District Council	01284 763233
Mid Suffolk District Council	0845 606 6170
South Cambs District Council	0845 609 5438
Breckland District Council	01362 656 870
Forest Heath District Council	01638 719000

Telephone: 0300 330 0900 Website: [www.havebury.com](http://www.havebury.com)

Chief Executive: Andrew Smith Registered office: Havebury House, Western Way, Bury St Edmunds, Suffolk, IP33 3SP

A company limited by guarantee Registered in England and Wales Registered number: 4147468 Registered charity number: 10902077

Homes and Communities Agency registered number: LH4339 VAT no: 787219194



## **GIVING NOTICE**

Please complete and return the Termination of Tenancy on Death of Tenant form.

We will agree the date and time the tenancy ends. We need at least four weeks' notice and the tenancy must end on a Sunday, if you need to change the agreed date you must contact us and give us a further seven days' notice.

## **THE CONDITION OF THE PROPERTY**

(Remember to leave the property in a good clean condition as any damage will be re-charged to the estate).

### **Inside the property**

- Windows should be clean inside and out and secure;
- Curtains, blinds, tracks and poles may be left if they are in good condition;
- External doors should be undamaged and secure;
- Ceilings and walls must be free of dust, graffiti, drawing pins, hooks and Blu-tack™;
- Walls and ceilings must be in good condition, any holes caused by fixings must be filled;
- A wooden undamaged door must be fitted to each room;
- Laminate flooring subject to permission having been granted to install the flooring, may be left if not soiled, stained or damaged. We will confirm this with you when we inspect the property;
- Any anti-slip flooring fitted by us should remain in the property;
- Any shelving, cupboard or light fittings which you have installed must be removed and made good;
- Integrated hobs, ovens and cookers owned by you must be removed unless otherwise agreed by Havebury Housing Partnership;
- All worktops, wall units and cupboards must be in good condition and scratch-free;
- Stain(s) and lime scale must be removed from sinks, baths and toilets;
- All basins, WC's, sinks and baths must be undamaged and in good working order;
- Damage to the property that is not considered to be Fair Wear And Tear will be re-charged to the estate.

### **Garden and communal areas**

- Grass and vegetation should be cut regularly during the growing season (normally once a fortnight);
- Sheds may be left if they are in good condition - we will confirm this with you when we inspect the property;
- All other temporary structures and greenhouses must be removed and debris cleared from the garden;
- Ponds to be filled in and made safe;
- Do not leave any items in communal areas.

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**When leaving the property you must:**

- Provide final meter readings to the current utility providers, i.e. Gas, Electric, Water.
- Leave any prepayment card or key for the gas or electricity in the property.
- Return the keys to the property and if applicable the key-fobs by one of the options below;
  - **Option 1**  
Our preference would be to meet you at the property at a mutually agreeable time which would allow us to carry out a final inspection of the property with you in attendance, we would then take possession of the keys.
  - **Option 2**  
In the unlikely event it's not possible for both parties to agree a mutually agreeable time for the key collection. The termination day will usually be a Sunday, and you must return all keys to us by midday on the Monday immediately following the termination
- The following will only be necessary if you are returning the keys to our office.
  - Close all windows
  - Lock external doors
  - Turn the electrical supply off via the main switch located in the fuseboard.
  - Shut the water supply off at the stop-tap
  - If you have a gas meter, shut the gas supply off at the isolation valve which is located adjacent to the gas meter.
- If you are unsure of any of the above please ask for further advice at the pre-leaving inspection or speak to one of our Allocations Advisors.

The estate is responsible for paying the rent up to the last day of the tenancy. If the rent account is in arrears on the date the tenancy ends, or repairs are discovered after the tenancy has ended the estate will be recharged accordingly.

**IMPORTANT**

If you don't return the keys, the estate will continue to be responsible for the rent.

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