



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 I may have.

Please note, a Death Certificate MUST be provided with this form to end the tenancy.

Property Details:
 Total N° of bedrooms How many Toilets 1 2

Please tick the following bathroom type: Bath only Shower over bath Wet room

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.

Full Name (Printed)..... **Telephone:**

Full Contact Address

Signed **Date**

Next of kin/Executor

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 the 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.

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

FOR OFFICIAL USE **movinghome@havebury.com**

Tenancy terminated on _____

Signed for Havebury Housing Partnership

Telephone: 0300 330 0900 Website: www.havebury.com
 Havebury House, Western Way, Bury St Edmunds, Suffolk, IP33 3SP



Moving out

Please see below some important information about how we expect the property to be left.

Before the tenancy ends

You must remove all 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.

We may ask for access to the property to undertake an inspection of the property or carry out work(s) identified by us - this includes fixing repairs.

If we find any damage after the tenancy has ended, or have to remove any items that have been left behind, we will charge the estate for the cost of repairing or removing them.

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 your local authority directly for more details.

Giving Notice

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

We will agree the date and time the tenancy ends. We need at least four weeks' notice in line with the original Tenancy Agreement, 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 may 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 with us;
- 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;

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The Havebury Housing Partnership is a charitable registered society under the Co-operative and Community Benefit Societies Act 2014 (7648)
Regulated by the Regulator of Social Housing (LH4339)



- 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.

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
- 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
- Return your keys and if applicable your key-fobs. 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

If you are unsure of any of the above please ask for further advice from one of our Allocations Advisors by calling 0300 3300 900 Extn 7304, or by emailing movinghome@havebury.com

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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