



GOSPORT
Borough Council

Ending tenancy notification – Received from NOK/Executor/Other

I am the Next of Kin/Executor/Friend (please circle) informing Gosport Borough Council that:

Name of deceased _____

Of (address) _____ Post Code _____

Passed away on _____

My name is _____ Relationship to tenant _____

Contact Address _____

Telephone Number _____ (* confirm identification)

I/We are aware that full rent will continue to be charged to the estate of the deceased until the keys are returned and that Housing Benefit (if in payment) will end the Sunday following the death.

I/We will supply a copy of the death certificate to Gosport Borough Council when available, and I am aware that the tenancy cannot be brought to an end until this has been seen and copied.

Note of information: If notice is being received by Next of Kin or friend, Gosport Borough Council may still need to serve a Notice on the property and Public Trustee to legally end the tenancy (The tenancy will not be brought to an end until 28 days after the notice has been served)

I/We understand that if the keys are not returned, Gosport Borough Council will continue to charge rent to the estate of the deceased because they are unable to gain access to the property to prepare it for re-letting.

I/We understand that if I/We are unable to clear all items, then any furniture and personal effects that are left in the property will be disposed of and a charge may be made to the estate of the deceased. I/We have signed a disclaimer.

Signed _____

Date _____

Signed _____

Date _____

Office Use Only

Date and time that keys will be returned

Where will keys be returned to?

Who will be returning keys?

Account Information

Current Rent Balance

Rent due at proposed end of tenancy

HB in payment/ UC in payment

Are there any other Housing Accounts/Debts?

What arrangement is there to repay?

Other Housing Accounts

Garage

Retained/Terminated ?

Address of Garage

Contents insurance?

Have these been cancelled where necessary?

Property Information

Property type? (Please circle)

Bedsit	House	Flat	Bungalow	Maisonette	Sheltered Scheme
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How many bedrooms?

Is there a shed?

Shed No?

Is there a shed key?

Is shed cleared?

Door entry system on block?

Opened by:

Key/Fob returned?

Disabled Adaptations?

Garden? Balcony?

Number of steps to property entrance? Shower?

Steps or stairs inside the property?

Gas: Supplier? Debt on meter?

Electric: Supplier? Debt on meter?

Items being left in Property

Who is clearing the property?

Why are items being left in property?

Do we have outgoing Tenant (s) permission to clear property of belongings?

If so - Please sign to endorse the permission to clear.

What items are being left?
