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**Notice of Termination of Tenancy on tenant’s death**

Notice is hereby given of the intention to end the tenancy stated below by termination of the tenancy agreement due to the tenant’s death.

I confirm that there are no other persons resident at this address with rights to this tenancy and agree that River Clyde Homes (landlord) shall have vacant possession of the house and any cellars, garden ground or associated areas on the date of termination.

Tenancy Details

|  |  |  |
| --- | --- | --- |
| Tenant Name |  | |
| Property Address |  | |
|  | |
| Date of Tenancy Termination (no later than 3 working days following funeral) | |  |

Notification Details

|  |  |
| --- | --- |
| Name of person providing notification |  |
| Relationship to Tenant |  |
| Contact Address |  |
|  |
| Contact Telephone |  |

**Declaration**

I shall ensure that all relevant keys to the property and shared areas, including security entry, are returned to River Clyde offices by noon on the date of termination and understand that rent liability shall be applied daily for any delays in the return of keys on the agreed date of termination.

I understand that the house and any garden ground, cellars or associated area must be cleared fully of all of the tenant’s belongings and River Clyde Homes will apply charges for any costs incurred in clearing these areas.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Witness (RCH Officer) |  | Date |  |

To be completed by Customer Experience Officer on receipt of keys

|  |  |  |
| --- | --- | --- |
| **Key for which area of property?** | **Tick to confirm key for this area returned** | **Number of keys (2 min)** |
| Property Front door |  |  |
| Property Back/Side door |  |  |
| Property Veranda door |  |  |
| Common door entry |  |  |
| Common rear door |  |  |
| Cellar |  |  |
| Bin Area |  |  |
| Specify any other |  |  |
| Specify any other |  |  |

*Copy to tenant’s representative as receipt of keys.*

Official Use – Completion by receiving Officer

|  |  |  |
| --- | --- | --- |
| CET | Confirm Death Certificate scanned and attached to task |  |
| CET | Confirm if any associated lets i.e. garage or ground site and end tenancy |  |
| CET | Confirm if tenant on housing waiting list and cancel application |  |
| CET | Pre-Term Inspection Arrangements |  |
| CET | Electricity Supplier (if known) |  |
| CET | Gas Supplier (if known) |  |
| CET | Date passed as task to H. Officer |  |
| HO | Date H. Officer updated systems |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Customer Services Officer initial to confirming processing complete |  | Date |  |
| Housing Officer initial to confirm processing complete |  | Date |  |