Following a tenant’s death, the tenancy agreement doesn’t come to an end, it must be ended by either:
- The Executor of the will, or
- The Administrator under Letters of Administration

If you believe that the tenant died with no will or that nobody has applied for Letters of Administration, please speak to us to discuss how to end the tenancy. We may be able to accept notice from the tenant’s next of kin.

We will also require an original copy of the Death Certificate.

If you are still living in the property after the named tenant has died, please contact us urgently for advice on 03332 404 444.
Please complete in full and return to: Freebridge Community Housing, Juniper House, Austin Street, King’s Lynn, Norfolk, PE30 1DZ

Tenancy Details

Tenant Name(s):

Tenant Address:

Your Details

Your name:

Your Address:

Your Contact telephone numbers:

Your relationship to the tenant:

I am

[ ] Executor of the will

[ ] Administrator with Letters of Administration

[ ] None of the above

If you have ticked ‘None of the above’, do you know whether there has been a Grant of Probate or Grant of Letters of Administration?

[ ] Yes there has

[ ] No, there hasn’t

[ ] No, I don’t know

[ ] Applied for but not yet granted

If yes, please tell us who to contact

Name:

Address:

Contact number:
Please give us details of any other person remaining in the property and relationship to the tenant

Full Names and Dates of Birth:

Only complete if you have been told that you can end the tenancy

SURRENDER OF FIXED TERM TENANCY

The Landlord: FREEBRIDGE COMMUNITY HOUSING LIMITED
Address: Juniper House, Austin Street, King’s Lynn PE30 1DZ

The Tenancy: An assured shorthold fixed term tenancy of The Property created by a tenancy agreement dated that was made between The Landlord and (complete name of the tenant) The Tenant.

Surrender and acceptance
On behalf of The tenant I surrender and release to The Landlord all his/her/their (delete as applicable) interest in The Property with vacant possession and The Landlord accepts this surrender.

Breach of Tenancy
The Landlord and I agree that this surrender does not waive any existing breaches of The Tenancy by either party.

I confirm that I wish to give 4 full weeks notice to terminate the Tenancy with Freebridge Community Housing, and consider this notice - signed and dated below - to be our written Notice for that purpose. I understand if I leave any possessions in the property, after I have handed the keys back they will be disposed of by Freebridge without any further notice and I will have given up any rights relating to those possessions.

Please also note that this notice will be effective from the date that it is received by Freebridge Community Housing, and not the date that it is signed.

Sign

Print name

Dated

Position (delete as applicable) Administrator/Executor/Next of Kin

(Continued)

Surrender of Fixed term Tenancy (office use only)

Dated: [always Sunday]

(only insert the date on the day when the surrender takes effect, which may be after the date when the document was signed).
The wheelie bins supplied will be secured within the property when I return the keys (Black and green wheelie bins):

YES ☐ NO ☐

If the tenant rented a garage from us, do you wish to end the tenancy on this too? (Please leave blank if there is no garage)

YES ☐ NO ☐

If no, please give details why

Address of garage:

If you/the tenant had a parking permit, please can you return the permit to us when you return the keys

Data Protection - Privacy Notice
Freebridge Community Housing (Freebridge) is a Registered Provider of Social Housing. Freebridge needs to collect certain information about its tenants and leaseholders in order to be able to act as a responsible landlord, and to fulfil its statutory duties. The information gathered in this form will be used by Freebridge and shared only with authorised third party partners in meeting its obligations, and in order to inform its service users from time to time about the services it can offer. Freebridge have systems and procedures in place to protect data. It is your responsibility to keep Freebridge informed of any changes to your personal information.

If you have any queries regarding the collection and use of this information, please contact your Tenancy Advisor or Freebridge’s Data Protection Officer.

Thank you for taking the time to complete this form.

IF YOU NEED ANY HELP TO UNDERSTAND THIS PUBLICATION, PLEASE GET IN TOUCH.

Freebridge Community Housing
Juniper House
Austin Street
King’s Lynn
Norfolk PE30 1DZ
Email: enquiries@freebridge.org.uk
Main Switchboard Telephone: 03332 404 444

Office Opening Hours:
8.45am - 5.15pm (Mon-Thurs)
8.45am - 4.45pm (Fri)
Bank Holidays, Saturday and Sunday Closed
Out of Office Hours:
The main telephone number (03332 404 444) will divert to our 24 hour emergency service.

DEVELOPING HOMES AND CREATING OPPORTUNITIES FOR PEOPLE WITHIN WEST NORFOLK