ENDING A TENANCY

INFORMATION ON WHAT YOU NEED TO DO TO END A TENANCY FOLLOWING A DEATH

Please refer to our Welcome Book for a guide on how we would expect the property to be returned to us. If you have any questions about these expectations, please contact the Lettings Team on 03332 404 444 or email lettings@freebridge.org.uk



If you are still living in the property after the named tenant has died, please contact us urgently for advice on 03332 404 444.

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.

PLEASE GIVE US 4 FULL WEEKS' NOTICE

To end a tenancy, you must give us 4 weeks' notice in writing by completing this form. Make sure you provide us with a forwarding address and telephone number.

All tenancies will end on a Sunday. If an Ending Tenancy form is received by Freebridge on Monday then that week will be included as a full week of the notice period. However, if an Ending Tenancy form is received by Freebridge on Tuesday onwards then the following week will be the first week of the notice period.

I am:

- ☐ The Executor of the will
- ☐ The Administrator under Letters of Administation
- ☐ None of the above

Please provide written evidence whether you are the Executor of the will or the Administrator under Letters of Administation. If no evidence can be provided, please tick 'none of the above'.

If you believe that the tenant died with no will or that nobody has applied for Letters of Administation, 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.

KNOW THE TENANCY END DATE

Look out for a letter from the Lettings Team. It will include details of when your tenancy will end and advise you of the lock change that will take place from 8am on the day after the Tenancy end date.

Freebridge
COMMUNITY HOUSING

Please complete in full and retun to: Freebridge Community Housing, Juniper House, Austin Street, King's Lynn, Norfolk, PE30 1DZ

Tenancy Details

Tenant Name(s): _____

Tenant Address: _____

_____

Date of death: _____

Tenancy end date: ☐☐ / ☐☐ / ☐☐☐☐

Your Details

Your name: _____

Your Address: _____

_____

Your Contact telephone numbers: _____

_____

Your relationship to the tenant: _____

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 their relationship to the tenant

Full Names and Dates of Birth: _____

_____

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

NOTICE OF TERMINATION OF TENANCY - NOTICE TO QUIT

Please 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.

I/We the Executor/Administrator of the above tenant/s of the property confirm that we 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 written Notice for that purpose. I understand if I leave any possessions in the property, they will be disposed of by Freebridge without further notice, giving up any rights to those posessions and you may be charged for the clearance and disposal of the items.

Sign
Print name
Dated
Position (delete as applicable) Administrator/Executor/Next of Kin

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

Please confirm who your current energy supplier is (if known):

Gas: _____ Electricity: _____

DATA PROTECTION PRIVACY STATEMENT

Freebridge Data Protection Privacy Statement: We take your privacy seriously and you can find out more about your privacy rights and how we collect, use, share and secure your personal identifiable information ("personal information") by referring to our Privacy Notice which can be found on our website (freebridge.org.uk/who-we-are/our-policies) or by requesting a hard copy from us.

How we use your personal information will depend on the services we provide to you. However, we obtain your personal information so we may conduct our normal business operations as a registered social housing provider.

The Privacy Notice provides information about how we use your personal information with effect from 25th May 2018 and updates any previous information we have provided about using your personal information.

If we make any significant changes affecting how we use your personal information, we will make changes to the Privacy Notice, and we will contact you to inform you of these changes.

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the law to the processing and protection of your personal identifiable information. Should you have any questions about how we use your personal identifiable information, our DPO can be reached by writing to us and addressing your letter to:

Data Protection Officer, Freebridge Community Housing, Juniper House, Austin Street, Kings Lynn, Norfolk PE30 1DZ; or Email us at DataProtectionOfficer@freebridge.org.uk

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: lettings@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.

Freebridge
COMMUNITY HOUSING