**NOTICE OF TENANCY TERMINATION**

To be completed in the occurrence of death of the tenant

 I / We ……………………………………………............................(Name of Next of Kin giving notice)

Own address details: …………………………………………………………...........................................

Own telephone number: ……………………………Email address………..…….……………….………

Acting on behalf of …………………..……….who is my ………………..... (relationship to deceased)

hereby give four weeks notice to vacate the dwelling (insert address)

…………………………………………............................................................................................

Have any disabled adaptations been carried out to this property? Yes / No Please tick box

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Stair Lift  |  | Vertical Lift  |  | Level Access Shower Upstairs |  | Level Access Shower Downstairs |  |
| Shower Room Extension |  | Widen Doorways |  | Low Level Kitchen |  | Ground Floor Bedroom Extension |  |

|  |  |  |  |
| --- | --- | --- | --- |
| How many bedrooms within this property? |  | Does the property have two separate living rooms on the ground floor (excluding kitchen)? | Yes / No |

Utilities supplier/s Gas: .......................................... Electric: ........................................................

Notice to expire at 12 noon on Monday (insert date)…………………………………… This date must be the first Monday after the end of 28 days from the date that the notice is received by Wolverhampton Homes

PLEASE NOTE that rent is payable from any estate the tenant leaves, for the period of notice.

Please be aware that any Housing Benefit payment will cease to be paid from the date of death.

**PLEASE SUPPLY A COPY OF THE DEATH CERTIFICATE**

Date of death: ……………………………………..Date of funeral: ………………………………………

If there is any difficulty which you would like to discuss, please do not hesitate to contact Homes Direct on homes.direct@wolverhamptonhomes.org.uk

I / We understand that all keys must be must be posted into the letterbox at Wolverhampton Homes Wednesfield office in Alfred Squire Road by 12 noon on the day the tenancy expires.

I / We understand that I/we must give vacant possession of the property and leave the property in a satisfactory condition, free from furniture and rubbish.

All correspondence should be forwarded to: (if different from above address)

……………………………………………………………………………………………………………..

I / We authorise Wolverhampton Homes to dispose of any furniture and effects left in the dwelling and understand that the cost of this may be re-claimed, if the tenant leaves an estate.

Signed: ………………………… Print name…………………………………. Date: …………………

**Wolverhampton Homes operate Choice Based Lettings and upon receipt of this notice, Wolverhampton Homes, on behalf of Wolverhampton City Council, may advertise the property on Homes in the City.**

Checked by ............................................... (Tenancy Manager) Date:........................................