

## Tenant's Details

1. Name of the deceased tenant: \_\_\_\_\_

2. Address of the deceased tenant: \_\_\_\_\_

3. Telephone number of the deceased tenant: \_\_\_\_\_

4. Date of death: \_\_\_\_\_

5. Name of the executor or next of kin: \_\_\_\_\_

6. Address of the executor or next of kin: \_\_\_\_\_

7. Telephone number of the executor or next of kin: \_\_\_\_\_

## Information Required:

- ◆ Your name, address and telephone number.
- ◆ The name and address of the late tenant and the date the tenant died.
- ◆ A copy of the death certificate. A tenancy cannot be ended until we have received a copy of the death certificate.
- ◆ Your relationship to the deceased and whether you are the executor of their estate, have power of attorney or are next of kin.

- ◆ If you were a friend of the deceased we will need the details of any relatives they had as, for legal reasons, the next of kin should normally be the one to end the tenancy.
- ◆ When you hope the property will be cleared of possessions and when the keys will be returned.

## How long will it take to clear the property?

We understand that family members may need time to make arrangements and to clear the property. We usually prefer four weeks' notice to end a tenancy, starting on a Monday. However, in some situations we will accept less or more notice depending on the individual case.

## Rent

Full rent is payable until the tenancy is ended and the keys are returned to us. Any outstanding rent is payable by the deceased's estate and similarly,

## C

It's not always easy to think of everyone who needs to be notified and everything that needs to be done so you may find the organisations listed below useful:

- ◆ **R**, **B**, **M** & **D**  
Shropshire - 0345 678 9016  
Staffordshire - 0300 111 8001
- ◆ **C**, **T**  
Shropshire - 0345 678 9002  
South Staffordshire - 01902 696664  
Staffordshire - 01785 619279
- ◆ **H**, **B**  
Shropshire - 0345 678 9002  
South Staffordshire - 01902 696000  
Staffordshire - 01785 619478
- ◆ **C**, **B**, **I**, **C** —  
0808 808 1677
- ◆ **S**, **I**, **C** — 116 123