

Ending a tenancy

Information for relatives or
those ending a tenancy on
behalf of a deceased tenant



Ending a tenancy on behalf of a deceased tenant

We are sorry to hear of your loss and appreciate things are difficult at a time like this

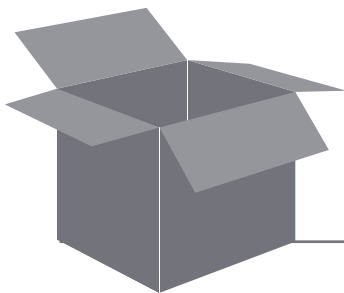
If you would like help with completing the attached form or have any queries, please contact us on 01225 366000 or email: lettings@curo-group.co.uk

Giving notice

In order to end a tenancy on behalf of a deceased tenant, you* must give us four weeks' notice in writing. Please use the attached form.

You'll also need to provide a copy of the death certificate.

You can end the tenancy on any day of the week, but you must give a full four weeks' notice.



*This form must be completed by Executor of the Estate or an authorised person with a grant of representation. A grant of representation can sometimes be known as a 'grant of probate', 'letters of administration' or 'letters of administration with a will'.

Ending a tenancy

What happens next?

After we receive your notice:

- We will contact you to arrange to visit the property and let you know what needs to be done before you return the keys. We will agree with you if any items can be left for the new tenant.
- We will write to you to confirm what we agreed at the inspection.
- We will collect the keys from you on the date the tenancy ends.
- We will inspect the property after the tenancy has ended. If we have to do work which was the tenant's responsibility, we will do this and send a bill. This should be paid from the deceased tenant's estate.

Returning the keys

We will always try to collect the keys from you at the property. If this is not convenient, we may agree for you to return them to our offices. If you are returning keys to our offices, these must be received by 12 noon on the day the tenancy ends. If keys are late, the estate will be liable for an extra week's rent.

If you want to return the keys before the tenancy end date, we will accept them early. If we are able to relet the property before the tenancy end date, rent will only be charged up to the date the property is relet.

Ending a tenancy

Rent payments

If the tenant was in receipt of Housing Benefit, it will be stopped from the date of death. Any rent due to Curo should be paid from the estate.

If there is no money in the estate to pay any outstanding amounts to Curo, please contact us.

Clearing the property

Please ensure the property is returned clear of all personal effects and furniture (including the loft, garden, sheds and other outbuildings), and leave the property in good condition.

Gardens should also be left in a tidy condition.

In sheltered accommodation we may also have supplied alarm pendants. If so, please make sure that they are returned to us.

Inform others

There are other organisations that you need to inform about the end of the tenancy, such as:

- Utility suppliers
- Council Tax
- Housing Benefit
- Post Office to redirect the post





Notice to Break Deceased Tenant

Note - This form must be completed by Executor of the Estate or an authorised person with a grant of representation (a grant of representation can sometimes be known as a 'grant of probate', 'letters of administration' or 'letters of administration with a will').

I (name of person giving notice)

give four weeks' notice to end the tenancy (give Notice to Quit) of:

(address)

on behalf of (name of deceased tenant)

on: 20 (tenancy end date)

being at least four weeks' notice. Notice will not start until the written notice is received at a Curo office.

I also in this notice gift any belongings left in the property on or after the termination date to Curo. I authorise Curo to remove and dispose of any belongings left in the property at their discretion. I am aware that the estate will be charged for this.

I attach a copy of the death certificate and any relevant documents authorising me to deal with the estate.

I understand that if the keys are not received by Curo by 12 noon on the tenancy end date, the estate will be liable for further rent charges.

Signed (personal representative)	
Print name	
Date	

Telephone number of personal representative:

Email address of personal representative:

Please return this form to:

Curo, The Maltings, River Place, Lower Bristol Road, BATH, BA2 1EP

NEED HELP?

Curo

The Maltings
River Place
Lower Bristol Road
Bath BA2 1EP



www.curo-group.co.uk



Phone us 01225 366000



Email us hello@curo-group.co.uk



Tweet us @AskCuro



Message us via Facebook



Live Chat via our website

Use on-line forms via our website

Visit us in Bath, Keynsham, Midsomer Norton or Bristol
Please see website for addresses and opening hours

If you would like this information in an alternative
format please get in touch.