

Notification of Death of Tenant

To be completed by a person informing Folkestone & Hythe District Council of the death of a tenant, when it is believed the deceased tenant did not have a Will.

Name of Deceased Tenant	
Address of Deceased Tenant	
Date of Death	

Did the deceased also rent a Council garage that will need to be given up? **YES / NO**

Garage Address	
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When a tenant dies their tenancy does not automatically end; the Council may need to serve a Notice to Quit (NTQ) on the property to legally bring the tenancy to an end. The Notice to Quit must always run from a Monday, with a notice period of 4 full weeks. The notice period will start from the first Monday after we are notified of the death, unless otherwise agreed in advance. Please enter the proposed tenancy end date below:

Termination date	
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The property should be left clean and clear of rubbish and personal belongings, including white goods and furniture. Any items left in the property or gardens will be regarded as unwanted and may be disposed of. The cost of disposal will be charged to the deceased tenants' estate. Please note that if you are not an 'executor' of the deceased (named in a Will) any items removed from the property are cleared at your own risk.

Clearly labelled keys should be returned to the main Council offices by 12 noon on the Monday the tenancy ends. If keys are not returned on time the deceased's estate will continue to be charged rent for the property. The keys can be returned early but please be aware that our maintenance contractors may start work in the property immediately.

The property must be returned with 'vacant possession'. This means that nobody can be left living in the property after the termination date. Please tick the box below to confirm that nobody will be left living in the property after you return the keys.

I confirm that nobody will be left living in the property	
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Please ensure you complete and sign page 2

To the best of your knowledge, does the property have any of the following (please tick)?

Front or rear gardens	Front	Rear		
Ramped or level access to the front or rear doors	Front	Rear		
Internal/external doors suitable for wheelchair access	Yes	No		
A flush-floor shower (walk-in shower)	Yes	No		
Number of steps leading up to the property (if applicable)?	1	2	3	4 +

Please leave all gas and electricity meter keys in the meters as these cannot be transferred to a new property. Please note that we will share the late tenants' data with utility companies so final bills can be calculated. You can find full details of how we use and share the information you give us on our web site at www.folkestone-hythe.gov.uk.

Regrettably, full rent continues to be charged during the termination period; any rent owed will be charged to the deceased tenants' estate. Please note that any entitlement to Housing Benefit or Universal Credit stops the Monday after the date of death.

If the deceased tenant had a lifeline emergency call unit please package this up and leave it in the property, along with any pendants. A maintenance inspection of the property is required no later than **7 days** before the end of the tenancy. Please ensure you provide current mobile and landline telephone numbers and a valid email address so we can contact you to arrange this appointment.

Name of Person Dealing with Deceased Tenants affairs	
Address of Person Dealing with Deceased Tenants affairs	
Mobile telephone	
Landline telephone	

Email Address	
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Signature	
Date	

Please return to: Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone CT20 2QY. Signed forms can also be emailed to: housing.service@folkestone-hythe.gov.uk.

Guidance Notes

Notification of Death of Tenant

We are sorry to hear of your recent loss. We understand that this can be a difficult time and hope this guidance note explains how an Folkestone & Hythe Council tenancy should be brought to an end.

When a tenant dies their secure tenancy does not automatically end. If the deceased tenant did not have a Will the Next of Kin or person dealing with the late tenants' affairs can give us notice of the death by completing a 'Notification of Death of Tenant' form – but this person cannot legally end the tenancy. In these cases, once we have received the notification, the Council will also need to serve a Notice to Quit on the property to legally bring the tenancy to an end. The Notice to Quit will give at least 4 weeks' notice of our intention to end the tenancy. The notice period must always take effect from a Monday and the termination date will also be a Monday. If we are notified of the death on any day other than a Monday the 4 weeks' notice period will start from the following Monday.

Please note that if the deceased tenant did have a Will you should not complete the 'Notification of Death of Tenant' form; the executor named in the Will should complete a 'Termination of Tenancy – Executor' form.

Cleaning & clearing the property

The property, including the loft, must be left clean and clear of rubbish and all personal belongings, including white goods and furniture. Carpets should be taken up and removed from the property. Gardens should also be cleared of personal belongings and rubbish; the grass should be cut and any trees, bushes or hedges cut back to a reasonable standard. Sheds and outbuildings should be cleared of all personal belongings. Any medical aids, such as bath seats, should be returned to NHS supplies or Social Services.

Please note that any items that are left in the property, gardens, sheds or outbuildings will be regarded as unwanted and may be disposed of. In these cases the deceased tenant's estate will be charged for the cost of disposal. If we need to carry out repairs because of damage or alterations to the property the deceased tenants' estate may also be charged for the cost of the repairs. At the end of this guidance note is a list of approximate costs that may be charged if we need to repair the property.

Please ensure that final gas, electricity and water meter readings are taken and leave all gas and electricity meter keys in the meters, as these cannot be transferred to a new property. Please note that we will share the deceased tenants' data with utility companies so that final bills can be calculated. You can find full details of how we use and share the information you give us on our web site at www.folkestone-hythe.gov.uk.

Please close all windows and doors and ensure that the property is securely locked.

Advertising the property

As soon as we have served the Notice to Quit we will advertise the property on the Kent Homechoice website so we can find a new tenant. This is because the process of re-letting the property takes a number of weeks – and with thousands of people on the housing waiting list we have a duty to fill empty properties as quickly as possible. We hope you understand our reasons for this. If anybody contacts you asking to view the property, having seen it advertised online, please do not show them around. Folkestone & Hythe District Council will carry out viewings with any potential new tenants once you have returned the keys.

Rent and benefits payments

Please note that if you are a Next of Kin or person dealing with the deceased tenants affairs you are not personally liable for any rent arrears or charges.

If the deceased tenant was in receipt of Housing Benefit or the housing element of Universal Credit (UC) please inform the Council's benefits department or the Department of Work & Pensions (DWP) of the death. Folkestone & Hythe District Council will not notify these departments. Any entitlement to Housing Benefit or Universal Credit (UC) stops the Monday after the date of death.

Regrettably, in the event of a death full rent continues to be charged during the notice period. Any rent owed during the notice period (or any existing rent arrears) will be charged to the deceased tenants' estate. Similarly, if there is any credit on the rent account at the end of the tenancy this will be credited to the deceased tenants' estate. If the keys are not returned by midday (12 noon) on the termination date an amount equivalent to the weekly rent and service charge will continue to be charged to the deceased tenants' estate until the keys have been returned.

If you are responsible for paying the rent please ensure this is paid up in full. If you are in any doubt about the amount payable, please contact the Income Team on 01303 853 300 or via email at Housing.Income@folkestone-hythe.gov.uk.

Other things to consider

As well as benefits departments you may need to inform a number of other companies/organisations of the death, including:

- Gas, electricity and water providers – please take your own final meter readings
- Telephone, broadband, sky/cable TV providers
- Doctors, hospitals, dentists, opticians, schools
- Royal Mail – please arrange for mail to be redirected if necessary
- Banks, building societies and credit card companies
- Any regular deliveries such as newspapers or milk

Returning keys

Clearly labelled house keys should be returned to the main Council offices by 12 noon on the Monday the tenancy ends. Keys should be returned on a Friday or a Monday if possible, as we have staff available on these days to accept keys. **You can the return keys early but please be aware that our maintenance contractors may start work in the property immediately.**

Recharges

Below are examples of approximate costs that may be charged to the deceased tenants' estate if the property is not returned clean and in a good state of repair and decoration (except for any repairs that are the responsibility of East Kent Housing). This list does not cover all of the things that may be recharged but gives examples of the most common issues.

Replacing internal doors, if the doors were changed or damaged	£118 per door
Removing a garden shed or greenhouse which you put up	£94 – minimum, depending on the size and amount to be cleared
Filling in a pond	£48 per square metre
Clearing rubbish, furniture or other belongings from your property. If there are large items or a large amount of items left this charge will increase.	£94 – minimum, depending on the amount of items to be cleared

Clearing rubbish from your garden. If the clearance needs to be removed in a skip, you will also be charged this cost	£94 – minimum £198 – per skip
Clearing a loft	£58
Clearing an outside store	£29 – per store
Removing wall lights, non-standard DIY electrical fittings, for example: metal light switches, plug sockets, down lighters and any non-standard light fitting	£19 – per light fitting £12 – per double socket
Removing shelving	£4 – per shelf
Removing wall cabinets	£6 – per cabinet
Floor covering can only be left with the agreement of your neighbourhood manager, if EKH have to remove floor covering that you have left, the costs are: <ul style="list-style-type: none"> - Floor tiles - Other types of floor coverings 	£5.82 – per square metre £56
Removing graffiti	£6 – per square metre