



High Peak Borough Council
working for our community

Ending a Tenancy- When a tenant has died

Buxton Town Hall
Market Place
Buxton
SK17 6EL

Municipal Buildings
Glossop
Derbyshire
SK13 8AF

Gamesley
Neighbourhood Office
34 Winster Mews
Gamesley
Glossop
SK13 0LU

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If you need this information in another format, call the
Team on 0345 129 8075 or 01298 28430

If you are responsible for arranging the affairs of a relative or friend who has died, there are many important things that need to be done. If he or she was a tenant of High Peak Borough Council, you will need to terminate their tenancy. This leaflet tells you what you must do and where you can get help.

- As with all tenancies, you are requested to give the Council notice in writing of the end of the tenancy.
- You can give notice by:
 - completing the attached termination form, or;
 - writing a letter giving the name and address of the tenant who has died, your own name and address as the person responsible for their affairs and the date when you want the tenancy to end.
- When we receive your notice we will send you a letter confirming this and giving details of any rent which is due.
- Please note that if the tenant was in receipt of Housing Benefit or Universal Credit, this entitlement will cease from the date of death and full rent will be due until the date the tenancy ends.
- Tenancies must end on a Monday and rent will be charged on the property up to that day.
- We appreciate keys in as early as possible on the Monday the tenancy ends. **If the keys are received after 12 noon, we will charge an additional weeks rent.**
- You must hand in all the keys to the property on the Monday when your tenancy ends to either:
 - ✧ Municipal Buildings, Glossop
 - ✧ Town Hall, Buxton
 - ✧ Gamesley Neighbourhood Office, 34 Winster Mews, Gamesley
 - ✧ Caroline Court, Hope

Ending a Tenancy when a Tenant has died

- Before you leave the property you must make sure that:
 - ✓ the property has been left clean and tidy;
 - ✓ all furniture, carpets and your belongings of the tenant have been removed;
 - ✓ any rubbish and unwanted items have been cleared from the house and garden; (You can arrange for large items to be removed for a small charge— phone 0345 129 8077 or 01298 28430 and ask for Bulky Refuse Removal);
 - ✓ any necessary repairs which were the tenant's responsibility (as defined in your tenancy agreement) have been carried out.
- The tenant's estate may be charged for the cost of putting right any repair which was the responsibility of the tenant, and the removal of any rubbish or unwanted items left at the property
- Before you hand the keys in, remember to turn the water off at the stop tap, and the gas and electricity off at the meter.

Other things to remember

- You should contact Gas and Electricity Suppliers to arrange to have your meters read before you hand your keys in. They usually need at least 48 hours' notice. Look in the phone book or on one of the tenant's bills for a local number.
- If you have a telephone, you should contact the company that provides the telephone line so that they can disconnect it.
- The Royal Mail will re-direct the tenant's mail to your address for a small charge - call 03457-740740 for advice or call into any Post Office for an application form.
- If the tenant was in receipt of Housing Benefit or Council Tax Benefit you will need to tell the Benefits Section at the Council that the tenancy has ended. Contact 0345 129 8077 or 01298 28430
- If the tenant was in receipt of Universal Credit, you will need to inform the Department of Work and Pensions on 0800 328 5644 that the tenancy has ended to enable them to update their records.

Checklist of things to do:

What?	When?	
Hand in Notice	As soon as possible before leaving	
Inform Gas & Electricity Suppliers	48 hours before leaving	
Inform Telephone Company	7 days before leaving	
Inform Water Company	Once date of move known	
Inform Benefits Agency	Once date of move known	
Turn off water, electricity & gas	Before leaving the property	
Dispose of any unwanted items	Before handing keys in	
Hand in Keys	12 noon on day tenancy ends	

If you have any problems or questions about terminating your tenancy, phone us on 0345 129 8075 or 01298 28430 and ask for the Home-Options Team.

Termination Notice—When the tenant has died

Tenant's Name: _____

Address: _____

The above passed away on _____

And I now wish to terminate their tenancy of the above address.

I am giving notice that the property will be vacated and the keys* handed in by 12noon on:

Monday: _____

At (Office): _____

This includes remote controls for gas fires and any key fobs. A charge maybe made for such items not returned.

I understand that the tenant's estate maybe charged for the cost of putting right any repairs which were the tenant's responsibility and the removal of any rubbish or unwanted items left at the property.

Signature: _____ Date: _____

Your Name: _____

Your Address: _____

Contact Telephone Number: _____

Relationship to tenant: _____

I also wish to terminate the tenancy of their garage on the same date.

Garage Number: _____

Garage Address: _____

High Peak Borough Council

Buxton Town Hall, Market Place, Buxton, Derbyshire, SK17 6EL

Phone 0845 129 8077 www.highpeak.gov.uk



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8am - 6pm Monday to Friday

www.highpeak.gov.uk

General Enquiries:	0345 129 8075 or 01298 28430
Carelink:	0345 129 4877
SMS Text Messaging:	07800 002 264
Fax:	01663 741510

You can return your keys to the following places:

Municipal Buildings, Glossop. SK13 8AF

**Gamesley Neighbourhood Office, 34 Winster Mews,
Gamesley. SK13 0LU**

Town Hall, Market Place, Buxton. SK17 6EN

Caroline Court, Hope, Hope Valley. S33 6RX

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