

## Termination of tenancy upon the death of the tenant

This form is for a personal representative to end a:

- fixed term tenancy (break notice), or
- period tenancy (notice to quit).

### Deceased tenant's personal details

Name:

Date of death:

Address of the property:

If the deceased tenant rented a garage, please give the garage address:

### Formal notice to end the tenancy

Following the death of the above, I/we as the Executor or Administrator give notice to end the above tenancy on:

Date of end of tenancy (must be a Sunday)

If the above rented a garage, I/we give 1 week's notice, ending on:

Date of end of tenancy (must be a Sunday)

This date should normally be at least 28 days after notice is given in this form. But, where an earlier date is specified above, I/we and Slough Borough Council agree to waive our entitlement to this longer period and the tenancy will end on the specified date.

You will need to give us a copy of the:

- death certificate
- will or administration.

### Next of kin personal information

Name of next of kin:

Address of next of kin:

Phone number of next of kin:

Email address of next of kin:

**Executor of the Will/Administrator of the estate details (delete as appropriate)**

Name of Executor/Administrator:

Address of Executor/Administrator:

Phone number of Executor/Administrator:

Email address of Executor/Administrator:

**Solicitors acting in connection with the estate**

Name of solicitors:

Address of solicitors:

Phone number of solicitors:

Email address of solicitors:

**Property details**

Gas supplier:

Electricity supplier:

Location of pre-payment cards or energy supply access keys:

## Declaration

I/we are aware of the responsibilities as set out in the tenancy agreement. I/we agree to:

- remove all furniture and personal belongings (including in the garden and loft)
- remove any animals
- leave the property in a clean, lettable condition
- return all keys before 12 noon on the Monday straight after the tenancy termination date.

I/we understand that any possessions remaining in the property after termination of the tenancy will be assumed to be unwanted. It is not the council's responsibility to store these for any period, unless I/we have already agreed arrangements in writing with the council. I/we understand that any items left behind will be disposed of in any way Slough Borough Council wishes.

I/we understand that any necessary work to clear or repair the property by Slough Borough Council will be recharged to the estate.

I/we agree to allow staff members of Slough Borough Council to inspect the property at any time before it is vacated. I/we understand that staff will carry out accompanied viewings of the property with prospective tenants. Times and dates will be agreed.

I/we agree to clear all arrears or other debts owed to the council before the tenancy terminates. Any rent due or rent arrears will need to be paid by the estate. They could increase until the termination date and keys are received.

I/we agree to the deceased tenant's information being shared where Slough Borough Council has a duty to do so:

- to recover debts
- for legal reasons
- with Slough's utility supply British Gas to end and start utility accounts.

Signed Executor/Administrator:

Date:

### Return this form by email

- [Northteam2@slough.gov.uk](mailto:Northteam2@slough.gov.uk) (Britwell, Northborough, Baylis and Stoke and Farnham)
- [Eastteam2@slough.gov.uk](mailto:Eastteam2@slough.gov.uk) (Upton, Wexham Lea, Langley St Mary, Kedermister, Foxborough and Colnbrook with Poyle)
- [Southteam2@slough.gov.uk](mailto:Southteam2@slough.gov.uk) (Cippenham Meadows, Chalvey, Haymill, Lynch Hill, Cippenham Green and Central)

Or return by post to: Neighbourhood Services, Observatory House, 25 Windsor Road, Slough, SL1 2EL.