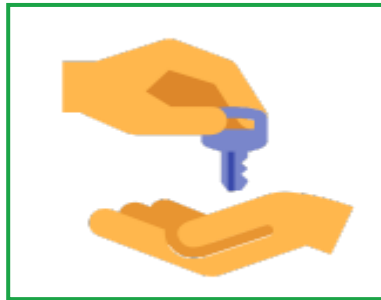




Ending Your Tenancy



Information about giving up your tenancy and what happens to a tenancy when someone dies



Giving Notice

- If you decide to leave your home and move out, you must inform us in writing giving four weeks' notice. Email: housing@westmorlandandfurness.gov.uk or send a letter to Housing Dept., Town Hall, Duke Street, Barrow LA14 2LD
- We will write to you to confirm we have received your notice and advise you when the keys are due.
- If you are moving into residential care or a nursing home we will not insist on four weeks' notice.
- If you have a joint tenancy either of you can give notice. However, if both parties don't agree you must contact us immediately.
- The notice period can be extended or withdrawn if you so wish.
- You should give us your forwarding address.
- If the tenancy is ending following a death, please read the page opposite.

Property Inspection

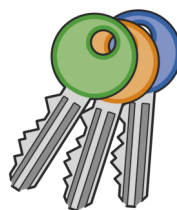
- We may visit you before you leave to advise you of any repairs or redecoration for which you are responsible.
- You must leave your property and garden clean, tidy and rubbish free.
- If we have to carry out these works after you leave, we will charge you. Further details on recharges can be provided on request.

Rent

- You must make sure your rent account is clear at the end of your tenancy.

Returning Keys

- Please return all keys including front and back doors, door entry keys, sheds or outhouse **on or before 12 midday on the Monday** (or next working day if it falls on a bank holiday).
- If you are late handing in the keys you will be charged an extra week's rent for each week you keep the keys.
- You will be provided with a receipt for the keys from our receptionist.



Informing Others

- You should inform your electricity and gas suppliers of your moving date, and take meter readings on the day you leave.
- You should inform the Council's Benefits Team on (01229) 404242 that you are moving for Council Tax and Housing Benefit purposes.
- You may wish to redirect your mail—we cannot be responsible for any mail which arrives after you leave.

What happens to a tenancy when someone dies?

Has someone you lived with passed away or are you responsible for dealing with someone's tenancy after they have died?

The days and weeks after losing someone can be difficult enough without struggling to take on board the bewildering amount of information that you are expected to deal with. We hope this leaflet will help you by clearly explaining what you need to do now. Don't forget we are here to help, so please call in or telephone to speak to a member of staff who will try to help in any way they can. Our contact details can be found on the back page of this leaflet.

I'm the one who has to tell you that someone has died. What do I do?

The sooner we learn of someone's death, the sooner we can explain everything to you and begin to take the necessary action. You can advise us of someone's death by telephoning, writing or calling into the office. We will need a copy of the death certificate for our records (we can take a photocopy of the original) and it is also helpful to give us the contact details for someone who will act as the main contact point for us.

The person who died was living with someone else. What happens now?

What happens now depends on individual circumstances. In many cases the person might have held a joint tenancy in which case the surviving joint tenant can remain in the property. Even if there is no joint tenancy, in many cases the partner or surviving adult child of the person will have the right to succeed to the tenancy. Please speak to a member of staff as soon as possible to find out what your personal situation is.

The person who died was living alone. What happens now?

The tenancy will need to end. Whenever a tenancy ends there are certain actions that must be taken. (See below).

How much time will we have before the keys have to be returned to the Housing Service?

We will allow you up to four weeks to clear the property and return the keys. Full rent will be charged for this period from the date of the death. Please note housing benefit entitlement ceases on the date of death. Should you require longer than four weeks please speak to a member of staff as soon as possible to discuss the matter.

Ending the tenancy - minimum standard

We expect all properties being returned to the Housing Service to meet a minimum standard. We expect the property to be clean, in good decorative order and without any damage. This is a requirement of everyone's tenancy agreement and ensures that new tenants can expect a basis minimum standard.

Should the property not meet the minimum standard, rechargeable repairs may be incurred for which you, as the former tenant, would be responsible (see 'Moving Out' leaflet for more details).

Goodbye - Leave it Clean Scheme



We want to encourage you to leave your home clean and tidy when you move out, so we're offering you £100 of shopping vouchers.

Leaving your home clear of rubbish and furniture will mean that we'll be able to let it again more quickly and help someone else move into their new home.

For more information, please pick up a copy of our 'Goodbye—Leave it Clean Scheme' leaflet.

Some Useful Contacts

Citizens' Advice Bureau

Ramsden Hall, Abbey Road, Barrow in Furness Tel: 0808 2787 817

Cruse Bereavement Care is staffed by trained bereavement volunteers, who offer emotional support to anyone affected by bereavement.

Visit: www.cruse.org.uk | Helpline: 0808 808 1677 | Email: info@cruse.org.uk



Westmorland
& Furness
Council

Housing Service

Town Hall
Duke Street
Barrow-in-Furness
Cumbria LA14 2LD

Tel: (01229) 876550 / 876403

www.westmorlandandfurness.gov.uk • email: housing@westmorlandandfurness.gov.uk

OFFICE OPENING TIMES: Monday to Friday: 9am - 4pm

Telephone enquiries : Monday to Thursday: 8:30am to 5pm* (*4:30pm Friday)

If you require this leaflet in large print/audio or another language please contact the Housing Service and we will arrange for this to be carried out : tel (01229) 876578.