On behalf of Alliance Homes, may we offer our sincere condolences to you and your family at this difficult time. If you need any support or assistance please contact us by calling **03000 120 120**, emailing [**asklettings@alliancehomes.org.uk**](mailto:asklettings@alliancehomes.org.uk) or writing to us at **40 Martingale Way, Portishead, BS20 7AW**.

This form must be completed by Executor of the Estate, next of kin or an authorised personal representative.

Please note, even if notice has been verbally agreed, as part of the terms and agreement, this document must be completed, signed and returned to Alliance Homes.

## Your details

Name of person giving notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Tenant details:

Name of deceased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of death: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenancy end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you can clear the property and return keys within two weeks you will not be charged for those two weeks**

## Executor details

Name of executor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of executor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Property key safe information

Do you have a key safe? Yes  No

Key safe code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of key safe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Important information

* Any benefits claimed by the tenant will cease on the Sunday following the death.
* If you can clear the property and return keys within two weeks you will not be charged for those two weeks. However, if the keys are not returned within two weeks the rent charges are due and will be the responsibility of the Estate.
* We will arrange an end-of-tenancy inspection at a time and date that is convenient for you during the notice period.
* Please provide a copy of the death certificate or any other documents authorising you to manage the estate.

Your signature (personal representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name (personal representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number (personal representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address (personal representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Further information

* The keys for the property must be returned on the day that the tenancy ends. The rent account cannot be closed until the keys and fobs have been received. Failure to return the keys when expected will add additional rent charges that the estate will be liable for.
* If you have placed your keys and fobs in a key safe, please contact us to advise that these have been left and the location and number of the key code
* Please leave any gas and electric meter key/cards in the property. You should take a meter reading on the day of key handover and give it to the energy supplier to ensure that you have an accurate final bill.
* Please make sure the property is clean and tidy before you hand over the keys
* If there was a garage rented, please inform Secure Parking and Storage
  + By telephone: 0117 3591425
  + Email: [alliance.garages@secureparkingandstorage.co.uk](mailto:alliance.garages@secureparkingandstorage.co.uk)

## Alternative formats

If you need this document in another format, such as large print, Braille or a different language, please let us know.