

Other people you may need to inform

- the Registrar (for Oxfordshire on 0845 129 5900 or ask at your local GP)
- Your local Council (Council Tax and benefits)
- Department of Work and Pensions
- Dentist, optician or GP
- Building society, bank or credit companies
- Gas/electricity companies
- Telephone/cable companies
- Cruse Bereavement Helpline on 0844 477 9400

If you would like this information in a different language, in large print or on CD, please contact us on 01235 515900.

Polish Zakończenie obowiązywania umowy najmu z powodu śmierci
Jeśli chcesz uzyskać te informacje w innym języku, dużą czcionką lub na płycie CD, skontaktuj się z nami pod numerem 01235 515900.

Portuguese Fim do arrendamento por morte
Se desejar receber esta informação em outro idioma, num tamanho de letra maior ou em CD, queira contactar-nos através do número 01235 515900.

Bengali আত্মীয় বিয়োগের পরে ভাড়াটে স্বত্বের সমাপ্তি ঘটানো
যদি আপনি এই তথ্য একটি ভিন্ন ভাষায়, বড় অক্ষরের ছাপায় অথবা সি.ডি'তে চান, তাহলে অনুগ্রহ করে 01235 515900 নম্বরে আমাদের সঙ্গে যোগাযোগ করুন।

Chinese 因喪親而終止租約
若您需要以其他語言撰寫、以大字體顯示或以 CD 方式儲存的此資訊，請致電 01235 515900 聯絡我們。

Albanian Përfundimi i një periudhe qiramarrjeje për shkak fatkeqësie
Nese deshironi kete informacion ne gjuhe te ndryshme, te shtypur apo ne CD, ju lutemi te na kontakton ne numrin 01235 515900.

Slovakian Ukončenie nájmu pri úmrtí blízkej osoby
Ak požadujete túto informáciu v inom jazyku, vytlačenu s veľkými písmenami alebo na disku CD, kontaktujte nás na čísle 01235 515900.

Soha Housing, Royal Scot House,
99 Station Rd, Didcot OX11 7NN

Tel: 01235 515900

Fax: 01235 515970

Email: housing@soha.co.uk

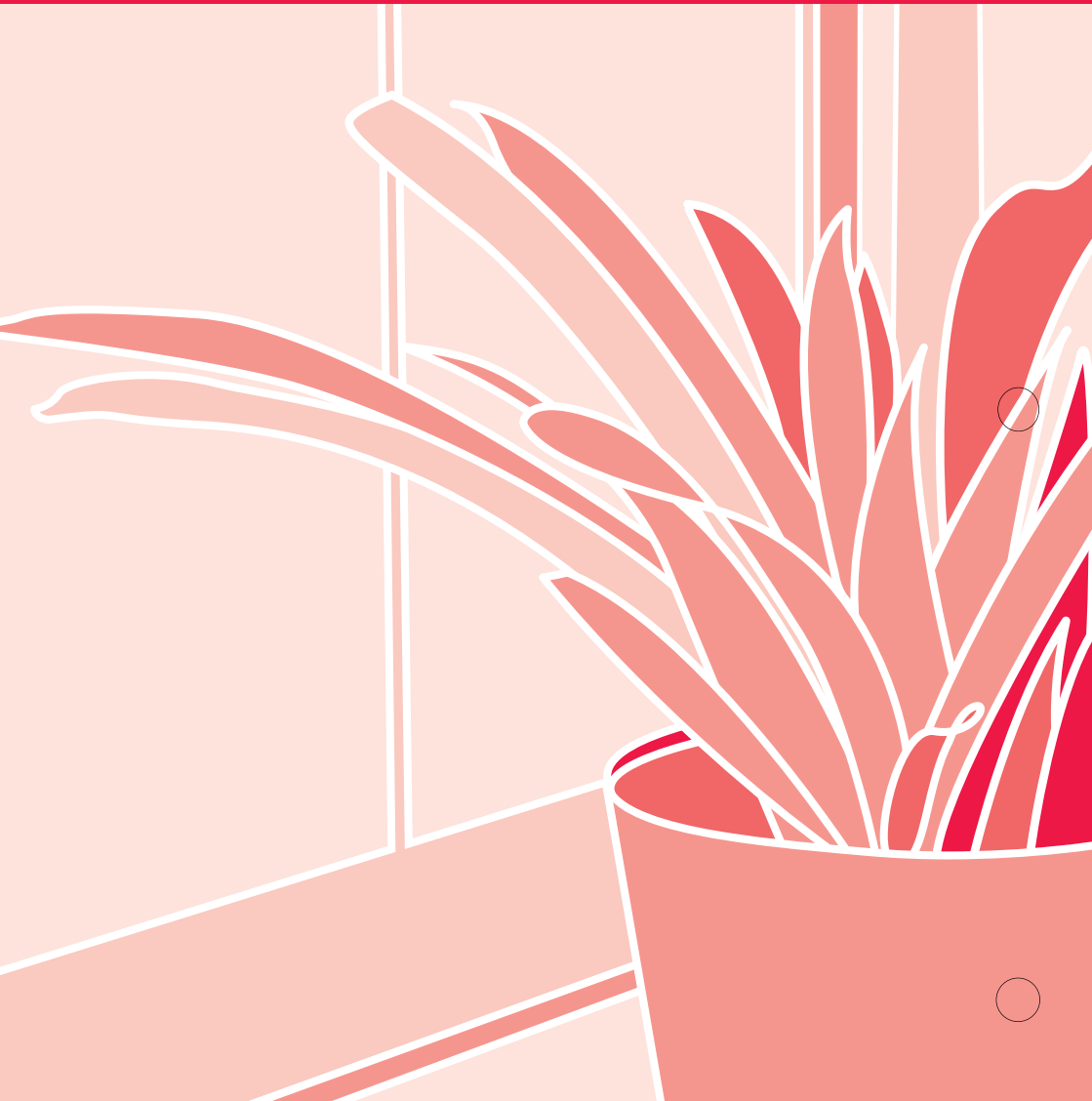
Website: www.soha.co.uk



Ending a tenancy on bereavement



10 06/09



What do to when a friend or relative has died and the tenancy is no longer required.

Soha appreciates that this can be a difficult time and hopes that this leaflet will be helpful to you.

If you need help, please contact us on 01235 515900.

How to end a tenancy

You need to tell us your name, address and telephone number and the name and address of the tenant who has died. We need to know the date the person died. We also need to know what your relationship with the tenant was and whether you are the person who is responsible for carrying out the terms of their will (the estate 'Executor'). (The 'estate' is the technical term for a person's property and money at the time of their death.)

If you are telling us about the death of someone who you believe has not made a will, you are not making yourself liable for their affairs just because you are the person who tells us the sad news. If you are a friend of the deceased, we will ask you for details of relatives you may know about, for them to end the tenancy. We will also need to know when the property will be cleared of possessions and when the keys will be returned.

How much notice is required?

A tenancy must end on a Monday. Although we usually ask for 4 weeks' notice, we will be more flexible when a tenant dies and will accept more or less notice. If the tenant received Housing Benefit, it will automatically be cancelled from the date of their death. You should contact your local authority to inform them of the person's death.

Under Soha's tenancy agreement, full rent is payable until the keys have been returned to us.

Any outstanding rent will be charged to the late tenant's 'estate'. If rent has been paid in advance, Soha will refund this to the tenant's estate.

Clearing the property

All carpets, curtains and furniture should be removed. The property should be left clean and tidy, or we may charge the tenant's estate for the necessary works.

If you think there will be a problem, please contact us in good time. This is so alternative arrangements can be made. In some cases, we may be able to accept donations of unwanted furniture or carpet.

What do I do with the keys?

We prefer all keys to be labelled and returned to us in person. We will give you a receipt when the keys are handed in. Please do not post keys to us or leave them in the property - this might delay the time when we can end the tenancy. If it is difficult for you to return the keys to Didcot, please contact us on 01235 515900 to make other arrangements.