

# Taking over the tenancy from someone who has died (Succession)



## I want to take over the tenancy of this property

Address .....

.....

..... Post code .....

## Your details

Surname ..... First name .....

Daytime phone number (if none, put 'none') .....

Email address ..... (if you want us to contact you this way)

How long have you lived at the above address? .....

If less than six months please give details of your previous address .....

..... Post code .....

Do you or any person wanting to live with you have a tenancy of any other property (eg. Other Registered Social Landlord, council or private property)?  yes  no

If yes, what is the address? .....

..... Post code .....

What is the landlord's name? .....

What is the landlord's address? .....

..... Post code .....

## Details of the person who has died.

Name of tenant who has died: .....

Date of their death ..... / ..... / .....

What was your relationship to the person?  
Put, for example 'my husband', 'my mother', 'my uncle' .....

Name and contact details of the executor or administrator of the tenant's estate

.....

.....

..... Post code .....

We will need to see a certified copy of the death certificate. Confirm if attached.  yes  no

**Other details**

Please list everyone else who will live at this address with you if you take over the tenancy. (under 'Relationship to you' put 'my daughter' or 'my uncle' for example).

Name	Date of birth	Age	Relationship to yourself	Nat Ins number
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**Note**

Please provide a certified copy of the death certificate to enable us to process your application promptly.

Signature of applicant ..... Date ..... / ..... / .....

Signature of applicant ..... Date ..... / ..... / .....

Please return this form to Northwards Housing.

You will be informed of the decision in writing within 28 days unless further information is requested.

If you fail to provide requested information within the timescale stated, your application will be considered to be withdrawn.

**For Office Use:**

Date form received ..... / ..... / .....

Date acknowledgement sent ..... / ..... / .....

Response Due date ..... / ..... / .....

Date acknowledgement / further information request ..... / ..... / .....

Applicant response due ..... / ..... / .....

Date Received ..... / ..... / .....

Date application considered withdrawn and letter sent ..... / ..... / .....

Date Final Decision Letter Sent: ..... / ..... / .....

Approved:  yes  no

**Section for supporting information**

I have been advised of my / our responsibilities to pay Council Tax, and a payment of costs for the property whilst this request is application is being processed (this payment will not be treated as rent, and therefore does not grant any rights to the property until the request is agreed).

This form has been completed honestly, and to the best of my / our knowledge. I understand that checks will be carried out on the information given to confirm that the details supplied are correct.

Signed: ..... Date: ..... / ..... / .....