|  |  |
| --- | --- |
| **PROPERTY VACATION FORM**  (Please use this form if you are acting  on behalf of a Tenant who has died) |  |

|  |
| --- |
| **We understand this is a very difficult time for relatives and friends.**  **By completing this form,**  **you are helping us to keep further distress to a minimum.**  **Please read the notes overleaf.**  **Please contact us on 03000 120 120 if you have any queries.** |

As Next of Kin/Trustee/Executor of the Estate\* of:

(\*delete as necessary)

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Date of Death:** |  | **Please provide a copy of**  **the death certificate** |

I hereby give Notice of the vacation of:

|  |  |  |
| --- | --- | --- |
| **Address:** |  | |
| **On:** | day       /       / 20 | The expected vacation date **must** be the last day of a rent period |

Contact details of Next of Kin / Trustee / Executor (please print):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Address:** |  | | | |
| **Phone number & email:** |  |  | | |
| **Signature:** |  | | **Date:** |  |

|  |  |  |
| --- | --- | --- |
| Utilities Information | **Gas** | **Electric** |
| **Name of supplier:** |  |  |
| **Meter serial number:** |  |  |
| **Please ensure that you hand in the meter keys/cards with the property keys** | | |

|  |  |  |
| --- | --- | --- |
| **Did the tenant also rent a garage from us?** (If yes, please provide address) | | |
| Yes |  |  |
| No |  |

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|  |
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| Please answer the following questions by ticking the relevant boxes.  The information you give helps us relet the property. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Please confirm the type of property: | | 2. | How many bedrooms are there? | |
|  |  | House |  |  | None - it's a bedsit |
|  |  | Flat |  |  | One |
|  |  | Maisonette |  |  | Two |
|  |  | Bungalow |  |  | Three |
|  |  |  |  |  | Four or more |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3. | If it is a flat, which floor is it on? | | 4. | Where is the bathroom located? | |
|  |  | Ground |  |  | The same floor as the front door |
|  |  | First |  |  | On the floor above |
|  |  | Second |  |  | On another floor |
|  |  | Third or above |  |  |  |
|  |  |  |  |  |  |
| 5. | Have there been any adaptations made? | | 6. | What is the type of heating? | |
|  |  | No |  |  | Solid fuel |
|  |  | Yes, a ramp to the front/back door |  |  | Gas central heating |
|  |  | Yes, a shower over the bath |  |  | Electric storage heating |
|  |  | Yes, a shower instead of a bath |  |  |  |
|  |  | Yes, a level access shower |  |  |  |
|  |  | Yes, a wet room |  |  |  |
|  |  | Yes, other (please give brief description) |  |  |  |
|  | | | | | |
|  |  |  | | | |
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|  |  |  |  |  |  |
| 7. | Is there any furniture or appliances  (e.g. fridge or cooker) provided by  Alliance Homes? | | 8. | Would you allow us to show a prospective tenant the property before you hand in the keys? | |
|  |  | Yes |  |  | Yes |
|  |  | No |  |  | No |

**FURTHER INFORMATION**

* Please complete and return this form as soon as possible.
* Please return all keys to the local office with an addressed key tag (available from us on request).
* If you wish to dispose of good quality furniture please consider a local charity (contact us for details).
* Please make sure that the property is clean and tidy before you hand in the keys. In accordance with the Tenancy Agreement, we are not responsible for the safekeeping of any of goods left behind.  **We will remove and dispose of any items left in the property.**
* We may charge the estate of the deceased for the removal of any goods, furniture or rubbish left in the property. This includes the loft, sheds, outbuildings and any garden areas.
* Good quality carpets and curtains may be left.
* We will also charge the estate for any outstanding repairs that were the tenant’s responsibility.
* Please read the meters in the property and pass this information, along with a contact address, onto the appropriate companies eg. gas, water, electricity and telecom companies.
* Contact us on **03000 120 120** if you require any further advice.