Succession Policy

Should colleagues require any reasonable adjustment to allow for engagement with this document please contact the policy lead

Date of Approval: August 2025

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Date of next review: August 2028

You are advised that a printed version may not be the latest available version. The latest version, which supersedes all previous versions, is available on the Brighter Places Policy Index Sheet. Those to whom this policy applies, are responsible for familiarising themselves with the latest version and for always complying with the policy requirements.

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1. Policy Statement / Purpose

Brighter Places is committed to managing succession fairly, lawfully, and compassionately. We understand that the death of a tenant is a significant and often distressing event for those affected. Our succession policy ensures that all requests are assessed sensitively, consistently, and in accordance with tenancy agreements and relevant legislation.

We will support vulnerable individuals left in a property after a tenant's death where appropriate, particularly where they face hardship or are unable to secure alternative accommodation. At the same time, we must act responsibly to manage our housing assets effectively and ensure that homes are allocated in line with need. Where no legal or contractual right to succeed exists, we may consider granting a discretionary tenancy only where exceptional circumstances justify it.

This policy sets out our approach to handling statutory, contractual, and discretionary successions, including the criteria we apply, the evidence we require, and the options available to applicants when a succession is not granted.

The purpose of this policy is to:

- Provide a clear, consistent framework for managing succession following the death of a tenant
- Comply with all relevant legislation
- Clarify the statutory and contractual rights of tenants and family members
- Set out the criteria for considering discretionary succession requests
- Ensure sensitive, supportive, and fair treatment of bereaved occupants — particularly those who are vulnerable or at risk of hardship
- Prevent unlawful occupation and safeguard Brighter Places' housing assets for those in need
- Promote efficient use of housing stock by addressing under occupation where succession occurs

2. Commitment

Our tenants will have different succession rights depending on the terms and conditions of tenancy and type of tenancy agreement they have, but Brighter Places aims to provide a fair and efficient service when processing succession requests.

We will:

- respond sensitively to residents at a time of grief and loss

- minimise periods of uncertainty for remaining household members
- meet our statutory and contractual obligations
- make the best and most efficient use of our available housing
- weigh up the demand for the property and the housing needs of the potential successor and other housing needs where there is no right of succession.

3. Linked Documents

- Tenancy Policy
- Anti-Fraud, Anti-Bribery and Corruption Policy
- Empty Homes Management Policy & Procedure
- Death of a tenant process map
- Management Transfer Policy

4. Legal and Regulatory Compliance

The policy covers three types of succession, and where we may use discretion where there is no right to succeed:

- **Survivorship -** where a joint tenant dies the tenancy continues in the surviving tenants' name, providing there has been no previous succession. The remaining joint tenant is classified as a "successor" so there are no further succession rights e.g. if the tenant remarries, their new spouse has no rights to succeed the tenancy. A new tenancy is not issued.
- **Statutory succession** - where succession rights are granted by law to a partner of a Secure or Assured tenant or, where the tenancy was granted prior to 1 April 2012, to a qualifying family member of a Secure tenant where they are not a joint tenant.
- **Contractual succession** - where the tenancy agreement provides qualifying family members of Assured tenants, or Secure tenants from 1 April 2012, rights of succession without the need for our consent or permission.

There can be no statutory succession if the deceased was already a successor. The statutory right of succession of a member of the family has been removed by the Localism Act 2011.

Localism Act 2011 – amended succession rights for new tenancies to give the same statutory rights of succession to a married, civil or 'common law partner' (including same-sex partners) for both Secure and Assured tenancies starting on or after 1 April 2012.

Housing Act 1988 for Assured tenants

Both Housing Acts were amended by the Civil Partnerships Act 2004 to extend statutory succession rights to same sex couples.

This policy applies to Brighter Places general needs housing for tenants with assured, assured shorthold periodic and secure tenancies. Licensees do not have succession rights.

5. Policy Detail

5.1. Scope of succession

Succession occurs when a sole tenant dies and an eligible partner or qualifying member of his or her family takes over the tenancy. Succession also includes when a joint tenant dies and the surviving joint tenant succeeds to the tenancy, known at law as survivorship.

Brighter Places recognises that following the death of a tenant, their family members will be upset and grieving and that any requests for succession need to be handled with sensitivity and care.

5.2. Roles and responsibilities

Housing Officers

- Act as the first point of contact for succession enquiries
- Provide advice and guidance to applicants on the succession process, required evidence, and available support
- Arrange and carry out home visits to gather information and assess occupation and collect and verify documentation to confirm eligibility and residency
- Make a formal recommendation to the Housing Manager in discretionary succession cases, based on investigation outcomes
- Liaise with other services (e.g. support agencies, local authority, adult social care) where necessary
- Keep clear and accurate records of all correspondence, evidence, and decisions

Housing Managers

- Review the Housing Officer's recommendations and determine whether to approve or refuse discretionary succession requests
- Ensure decisions are consistent with policy and based on clear evidence

Head of Housing / Head of Customer Experience / Directors

- Ensure consistency of decision-making across the organisation
- Respond to appeals or complaints about succession decisions

5.3 Policy detail

5.3.1 Survivorship

In all cases, where there are joint tenants and one of the joint tenants dies, the tenancy will continue in the remaining tenant's name as a sole tenant. **Survivorship will apply even if the other joint tenant had been a successor themselves.** This right overrides any statutory or contractual rights of succession irrespective of whether the joint tenant lives at the property or not.

The remaining sole tenant will become a successor, which will usually prevent any further successions. In all cases of survivorship, the successor will keep the original tenancy agreement. Brighter Places may take action to end the tenancy if the remaining tenant does not live in the property as their only or main home: in those circumstances the tenant will lose their secure/assured tenancy status so a notice to quit can be served.

Exception

Where two joint secure tenants were granted a tenancy and the first joint secure tenant died before 3rd October 1980, the law allows for one further succession on the tenancy.

5.3.2 Statutory Succession

There can only be one statutory succession to either a surviving spouse, civil partner or partner, or a member of the deceased tenant's family. The definition of spouse in this context includes persons who have been living together as husband and wife or civil partners.

The potential successor must, at the time of death of the tenant have been occupying the property as their only or principal home. In the case of anyone other than a spouse/civil partner/partner it is also necessary for them to show that they have been residing with the late tenant throughout the 12 months prior to their death.

There can be no statutory succession if the deceased tenant was already successor.

Assured Tenancies (Including periodic assured short hold tenancies)

There can only be one statutory succession to a surviving spouse or civil partner provided that immediately before the death they were occupying the property as their only or principal home.

The definition of spouse in this context includes persons who have been living together as husband and wife or civil partners. There can be no statutory succession if the deceased was already a successor.

5.3.3 Contractual Succession

The tenancy agreement will set out who else is eligible to succeed to the tenancy if there is no spouse or civil partner living at the property at the time of the tenant's death. It also sets out any requirements they must meet.

5.3.4 Discretionary Succession

Brighter Places is under no obligation to offer a tenancy to a spouse, partner, or family member of a deceased tenant if there is no statutory or contractual right to succeed. However, we recognise that some individuals — particularly those who are vulnerable — may face hardship if required to leave their home. In exceptional circumstances, we may exercise discretion and consider offering a new tenancy, where doing so aligns with both our duty to support vulnerable people and our responsibility to make best use of our housing stock.

A discretionary offer of tenancy will be considered on a case-by-case basis. The Housing Officer is responsible for investigating the circumstances and making a recommendation to their Housing Manager.

The Housing Officer must offer to meet with the family in the property and discuss the situation with the family members involved. The family must be invited to provide evidence to support their request for a new tenancy. The Housing Manager will write and advise the people living in the property the outcome of the investigation.

Below sets out the minimum criteria which must normally be satisfied for a discretionary offer to be made. The minimum criteria are designed to provide consistency and transparency to our decision making, for our customers and our staff who may otherwise find themselves placed in a difficult position to make an offer of tenancy to somebody who has recently been bereaved.

All the following minimum criteria must normally be satisfied to be considered for a discretionary tenancy. These criteria help ensure that discretion is exercised fairly and transparently, and that Brighter Places continues to prioritise both the wellbeing of vulnerable people and the need to manage its housing assets effectively.

- Be a family member. For the purposes of succession family members are defined as: Spouse, Civil partner, Parent, Grandparent, Children, Grandchildren, Siblings, Uncle and Aunt, Nephew and niece. These include step relations and half relations as well as persons living together as husband and wife or civil partners and their children.
- The property must not be considered too large nor too small for the applicant and his/her household. (One bedroom or more is considered too large or too small for the purposes of this policy.)
- The applicant must have lived in the property with the tenant for the 12 months prior to their death as their only and principal home.

- The applicant can demonstrate that they have sufficient income to pay the rent and tenancy is affordable.
- The deceased tenant had no rent arrears at the time of their death, no corroborated ASB complaints against them (or their visitors or anyone living at the property) or other breaches of tenancy and had kept the property in a clean and well-maintained condition.
- The applicant agrees to pay any use and occupation arrears that have accrued since the tenant's death.
- The applicant has exceptional circumstances and would be liable to significant hardship if the tenancy is not granted to them. We would take into account individual vulnerabilities in cases and act proportionally.

***Vulnerable** – A person is considered vulnerable if, as a result of age, disability, mental or physical health conditions, or other significant social or personal circumstances, they would face serious difficulty in securing and sustaining suitable alternative accommodation without support. This may include:

- Individuals with a diagnosed physical or mental health condition that substantially limits daily activities
- Older people (typically aged 65+) who are frail or socially isolated
- Adults with learning disabilities, cognitive impairment, or neurodiverse conditions
- Individuals at risk of harm, exploitation, or neglect
- Those who have been formally recognised as in need of care or support by adult social services
- Young adults who have previously been in care and have no support network

Vulnerability must be evidenced and assessed on a case-by-case basis, and may include input from health professionals, social workers, or other agencies.

Where the applicant is not considered vulnerable, or where it is deemed, they could reasonably access alternative suitable housing (e.g. through the private sector, another social landlord, or with family support), we will provide advice and appropriate signposting, but we will not ordinarily grant a new tenancy.

5.3.5 Death of tenant not in occupation

Should the tenant not be living at the property as their sole or principal home at the time of their death e.g. they have moved to a permanent placement in a care home, then there is no right of succession for any remaining occupants as the tenancy is no longer an assured tenancy.

In these circumstances, a discretionary offer of tenancy can be considered on a case-by-case basis. The Housing Officer is responsible for investigating the circumstances and making a recommendation to their Housing Manager. See Section 5.3.4

Brighter Places will not normally look to offer any property to a family or person that would be under occupying a property unless there the property has had significant disabled adaptations using Disabled Facilities Grants that have been installed for the proposed remaining occupant.

5.3.6 ID and Proof of Residency

Brighter Places will require comprehensive evidence for all succession requests to confirm:

- The identity of the person claiming succession
- Their relationship to the deceased tenant
- The length and continuity of residence at the property
- For non-UK citizens, their immigration status and eligibility for social housing (right to rent code)

The onus is on the applicant to provide sufficient and verifiable documentation to support their claim. The documentation must cover the entire relevant qualifying period — usually the 12 months immediately prior to the tenant's death, unless otherwise stated in the tenancy agreement or policy.

All applicants must provide the original death certificate.

Examples of Acceptable Evidence (must be dated and linked to the property):

Utility bills (gas, electricity, water)

- Council Tax bills or Housing Benefit statements
- Written communication from Brighter Places confirming household membership
- Bank or credit card statements showing regular use of the address
- GP or hospital appointment letters
- Letters from DWP (e.g., benefits, pensions)
- Voter registration confirmation
- Official letters from HMRC, Home Office, or other government departments
- School or college letters (for young adults)
- Employment or payroll records addressed to the property

Additional Checks

Brighter Places reserves the right to:

- Conduct home visits to confirm occupation
- Request interviews with applicants
- Contact relevant agencies (e.g. GPs, social workers, local authority) for supporting evidence
- Refuse or delay processing the request until adequate proof is provided

Where fraud is suspected, Brighter Places may take appropriate action, including legal proceedings and possibly reporting to the Local Authority.

5.3.7 Criteria met

If these criteria are met, then a new tenancy can be offered.

5.3.8 Criteria not met

While we aim to treat all succession requests with compassion, we must balance individual needs with our duty to address housing demand across our communities. In cases where individuals are not vulnerable and could secure alternative housing, our priority will be to reallocate the property to meet broader housing need. This supports fairness for those waiting for housing and helps to prevent under occupation. Where these conditions are not met, we will set up a use and occupation account (once the existing tenancy has ended) and seek to repossess the property. We will offer advice to the occupier(s) on finding suitable rehousing. This will include referral to the Local Authority.

5.3.9 Under occupation

If a contractual or discretionary succession would lead to under occupation, we will make one offer of suitable alternative accommodation. If that accommodation is not accepted, we may start legal proceedings to gain possession of the property

If the successor remains in the property until a suitable offer can be made, the arrangements during that time will depend on whether a new tenancy has to be granted (in which case a use and occupation account may have to be set up) or the tenancy automatically passes to the successor, in which case, the successor will be required to pay rent.

Where it is a statutory succession or survivorship that results in under occupation, we will still discuss rehousing to a more suitable sized property with the new tenant as part of Brighter Places efforts to make best use of our homes.

5.3.10 Multiple Successors

For all types of succession, only one person can succeed – two persons cannot succeed to a tenancy. For example, two qualifying family members cannot succeed to a tenant jointly.

Where more than one person claims a right of succession, Brighter Places will require them to resolve between themselves who will succeed the tenancy. If they are unable to decide who will succeed, it will be determined by:

- For Assured tenancies granted prior to 1 April 2012, it depends on the provisions of the tenancy agreement as these determine who decides, but it will usually be Brighter Places.

- For Assured tenancies granted on or after 1 April 2012, the potential Successors must apply to Court for the dispute to be determined.

5.3.11 Disputed Succession

Where we believe that there is no right of succession and there is no agreement to make a discretionary offer of tenancy, e.g. where an adult child of the deceased tenant is claiming to have lived in the property despite evidence to the contrary, Brighter Places will, if necessary, commence legal proceedings to obtain possession.

Whether or not someone is entitled to succeed to a tenancy is a question of fact, ultimately for the Court.

5.3.12 Unauthorised Occupiers

Once it has been decided that any remaining occupants have no right to succeed the tenancy, we will inform the occupants and the deceased's personal representative of our intention to seek possession of the property and serve a Notice to Quit.

Information on how to serve a Notice to Quit and the prescribed format for this document is held in the Death of a tenant process.

5.3.13 Access to Property Following Tenant Death

Where a tenant has died and family members or next of kin request access to the property, Brighter Places will only grant entry in accordance with legal requirements and safeguarding principles. Access cannot be provided without evidence that the individual is the executor of the estate or holds appropriate legal authority.

If no executor evidence is available, family members may be permitted entry solely for the purpose of locating a will or other essential legal documents, subject to signing an indemnity form and providing valid identification. In all cases, locks will be changed before access is granted, and the property will be secured again after inspection. Decisions on issuing keys beyond this initial access will be made in consultation with a manager and subject to supporting evidence provided by the family.

5.3.14 Appeals against the decision

In all discretionary cases where a tenancy is not offered, the reasons for the decision will be clearly communicated in writing. Applicants will be supported to understand their options and will be encouraged to appeal if they believe relevant circumstances were not fully considered. If an applicant wishes to challenge a decision on discretionary succession, they can do so in writing by email to info@brighterplaces.co.uk or by letter to Head Office.

Where necessary, we will refer the tenant for support from an external agency to produce the appeal in writing.

The appeal must set out why they feel the decision is not justified. Either the Head of Housing, Head of Customer Experience or a Director will review the decision and will only uphold the appeal if they find that legal requirements or Brighter Places' policy criteria are not met.

All appeals must be made within 21 days of the date of the notification from the Housing Team.

6. Training Requirements

All staff involved in the management of succession requests must receive appropriate training to ensure they understand the legal framework, policy requirements, and the sensitive nature of these cases.

7. Monitoring and Review

- The ongoing application of this policy is monitored via Performance Discussions with housing officers and KPIs to track the number of succession and use and occupation cases.
- The policy will be reviewed at least every 3 years.

8. Data Protection

Any personal data created or used in the application of this policy must be done so in line with the Brighter Places data protection policy and privacy notices.

9. Equity, Diversity and Inclusion

Where required, reasonable adjustments will be considered to support colleagues to engage with this policy. Please speak to the policy owner for assistance.

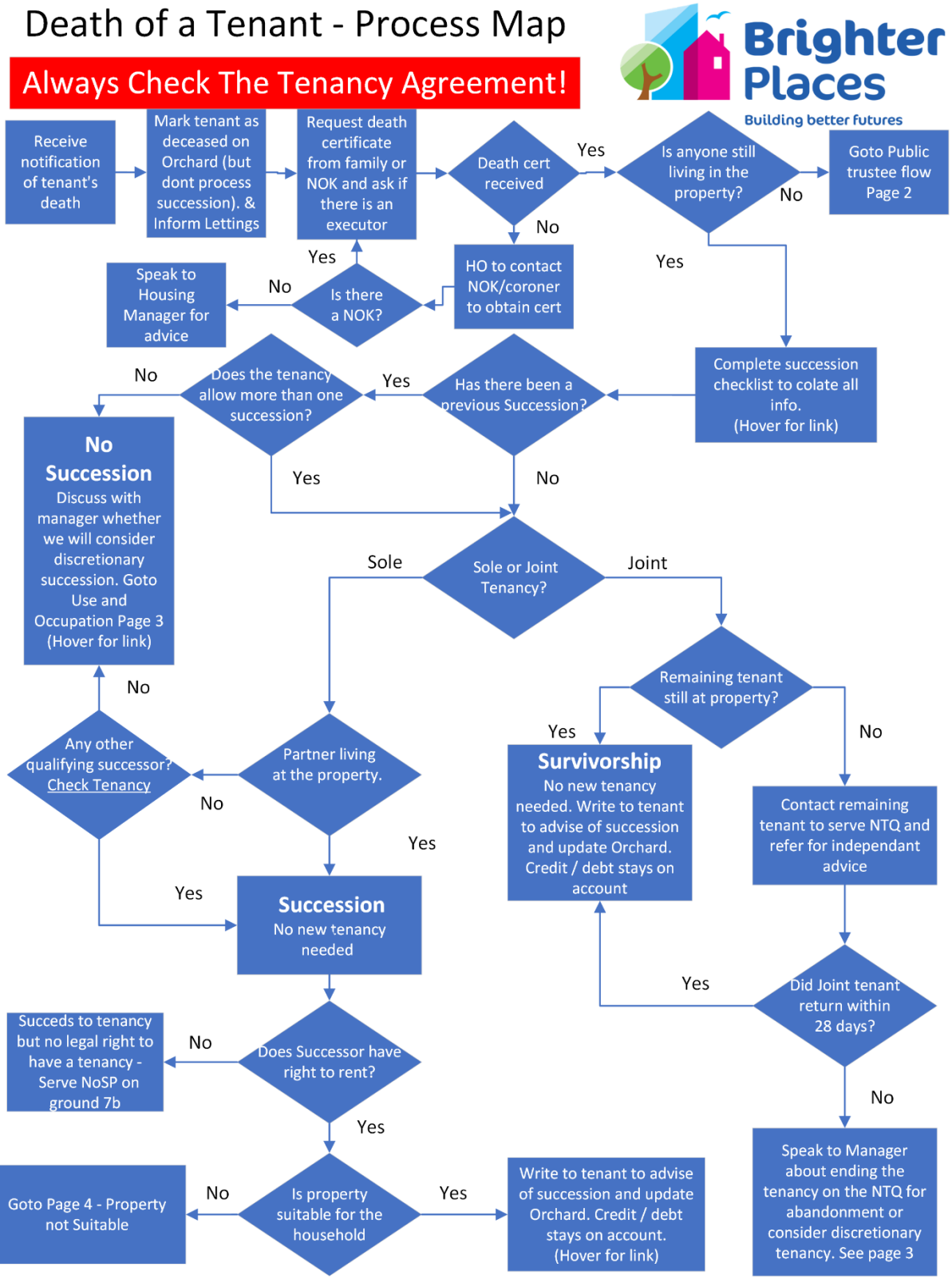
10. Summary Roles and Responsibilities

Activities	Exec	HoH	HM's	HR	HO's	CS Team	Gov
Owner of the policy			X				
Monitoring & review of the policy		X	X				X

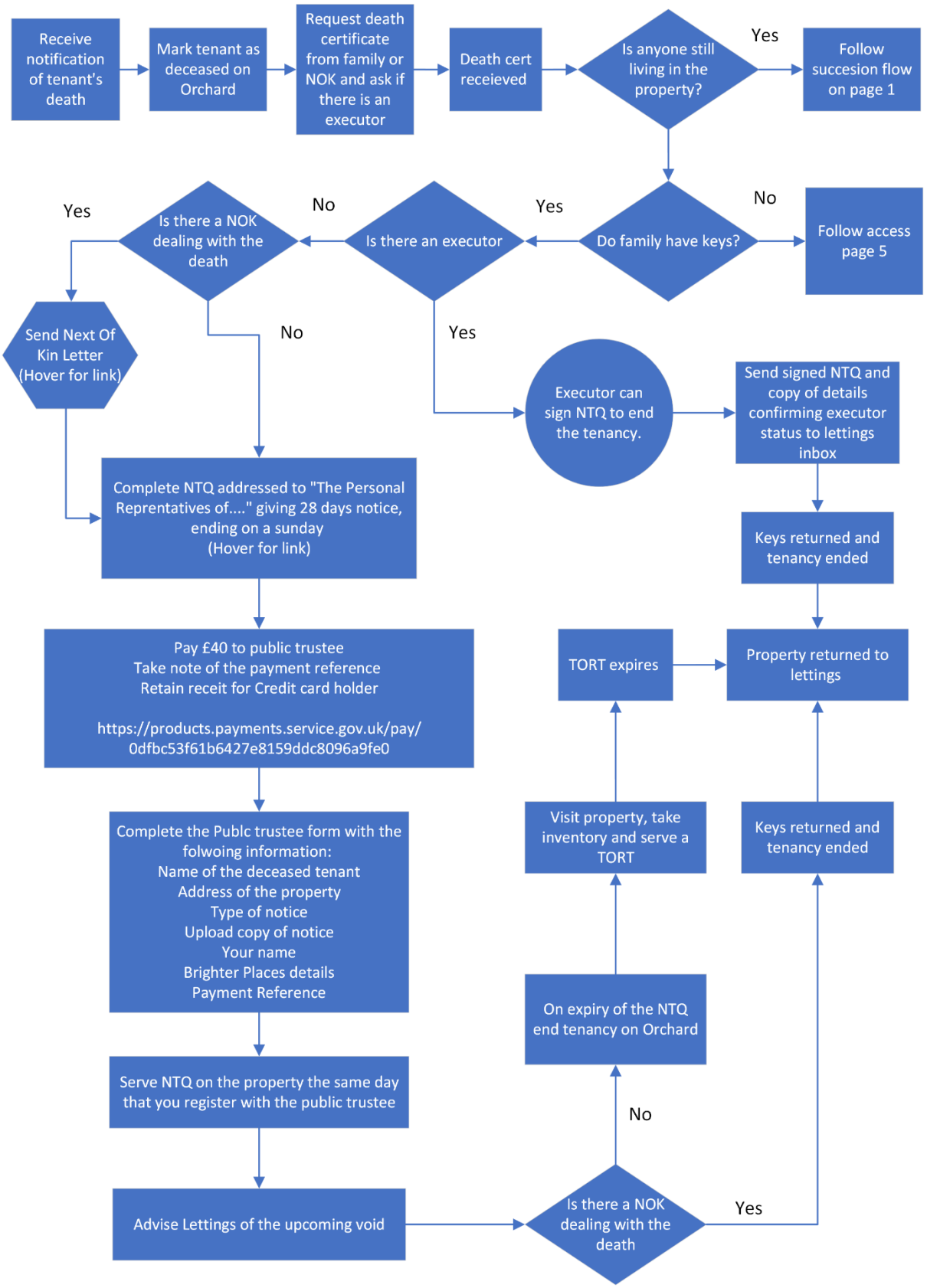
Activities	Exec	HoH	HM's	HR	HO's	CS Team	Gov
Approval of changes to the policy	X						
Responsible for policy implementation		X	X	X			
Version control of live policy		X	X				X
Training of colleagues		X	X	X	X	X	

11. Appendix

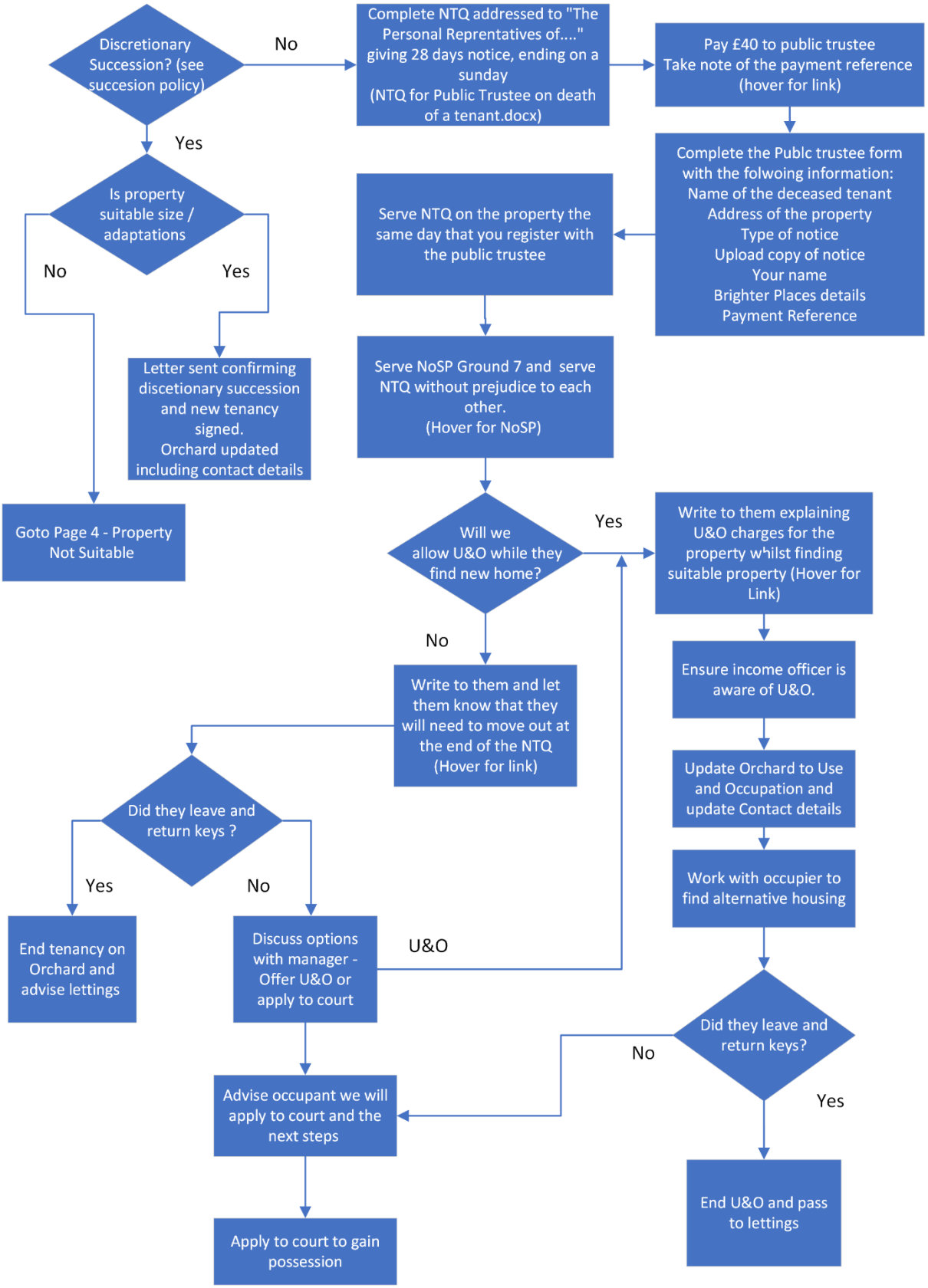
Appendix 1 – Process Map


Death of a Tenant - Process Map
Always Check The Tenancy Agreement!
Brighter Places
Building better futures
Receive notification of tenant's death
Mark tenant as deceased on Orchard (but dont process succession). & Inform Lettings
Request death certificate from family or NOK and ask if there is an executor
Death cert received
Yes
No
Is anyone still living in the property?
Yes
No
Goto Public trustee flow Page 2
HO to contact NOK/coroner to obtain cert
Is there a NOK?
Yes
No
Speak to Housing Manager for advice
Complete succession checklist to colate all info. (Hover for link)
Has there been a previous Succession?
Yes
No
Does the tenancy allow more than one succession?
No
Yes
No Succession
Discuss with manager whether we will consider discretionary succession. Goto Use and Occupation Page 3 (Hover for link)
Sole or Joint Tenancy?
Sole
Joint
Remaining tenant still at property?
Yes
No
Survivorship
No new tenancy needed. Write to tenant to advise of succession and update Orchard. Credit / debt stays on account
Contact remaining tenant to serve NTQ and refer for independant advice
Partner living at the property.
Yes
No
Any other qualifying successor? Check Tenancy
No
Yes
Succession
No new tenancy needed
Did Joint tenant return within 28 days?
Yes
No
Speak to Manager about ending the tenancy on the NTQ for abandonment or consider discretionary tenancy. See page 3
Does Successor have right to rent?
No
Yes
Succeds to tenancy but no legal right to have a tenancy - Serve NoSP on ground 7b
Is property suitable for the household
No
Yes
Goto Page 4 - Property not Suitable
Write to tenant to advise of succession and update Orchard. Credit / debt stays on account. (Hover for link)

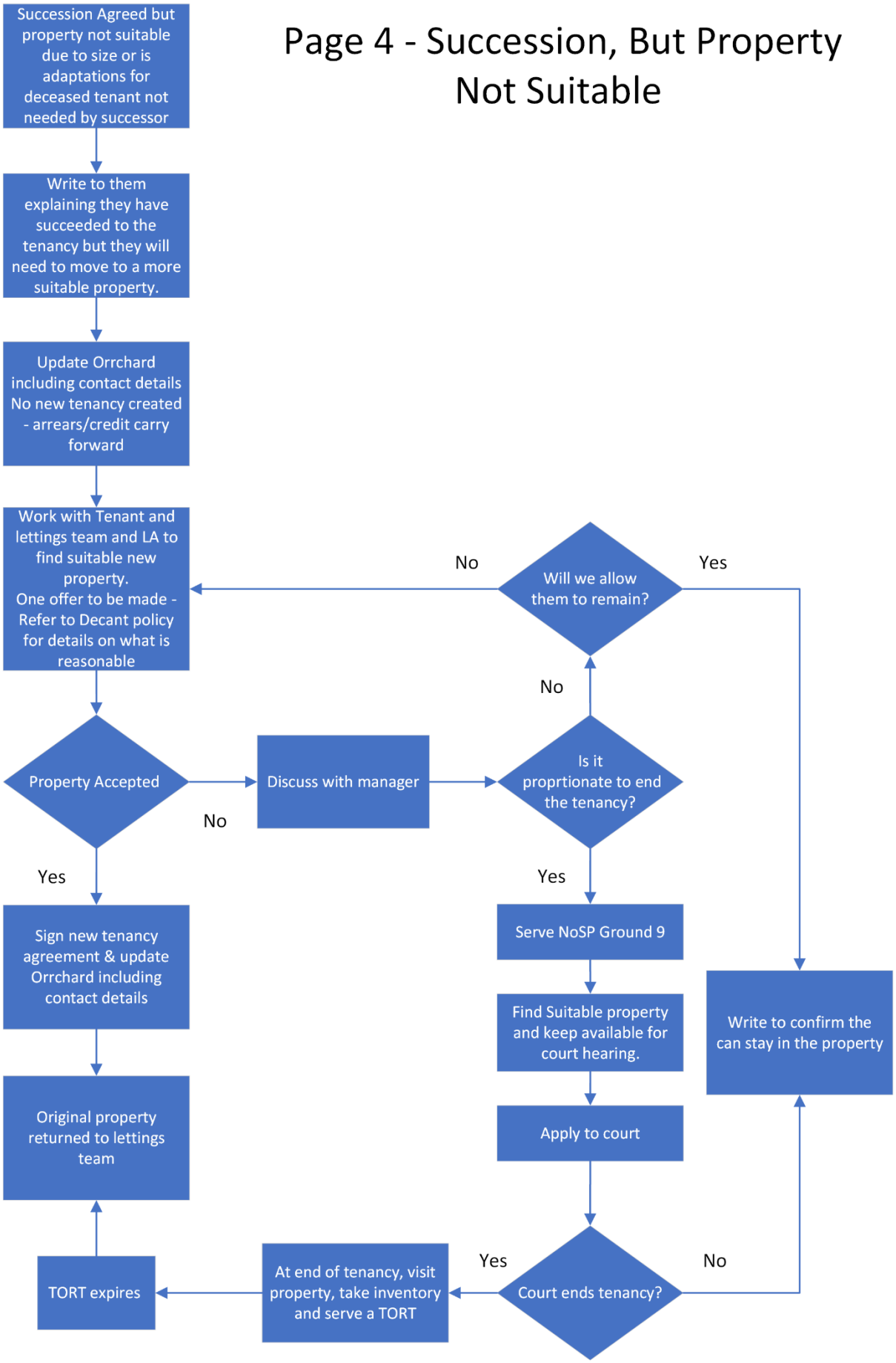
Page 2 - Public Trustee



Page 3 - No Succession

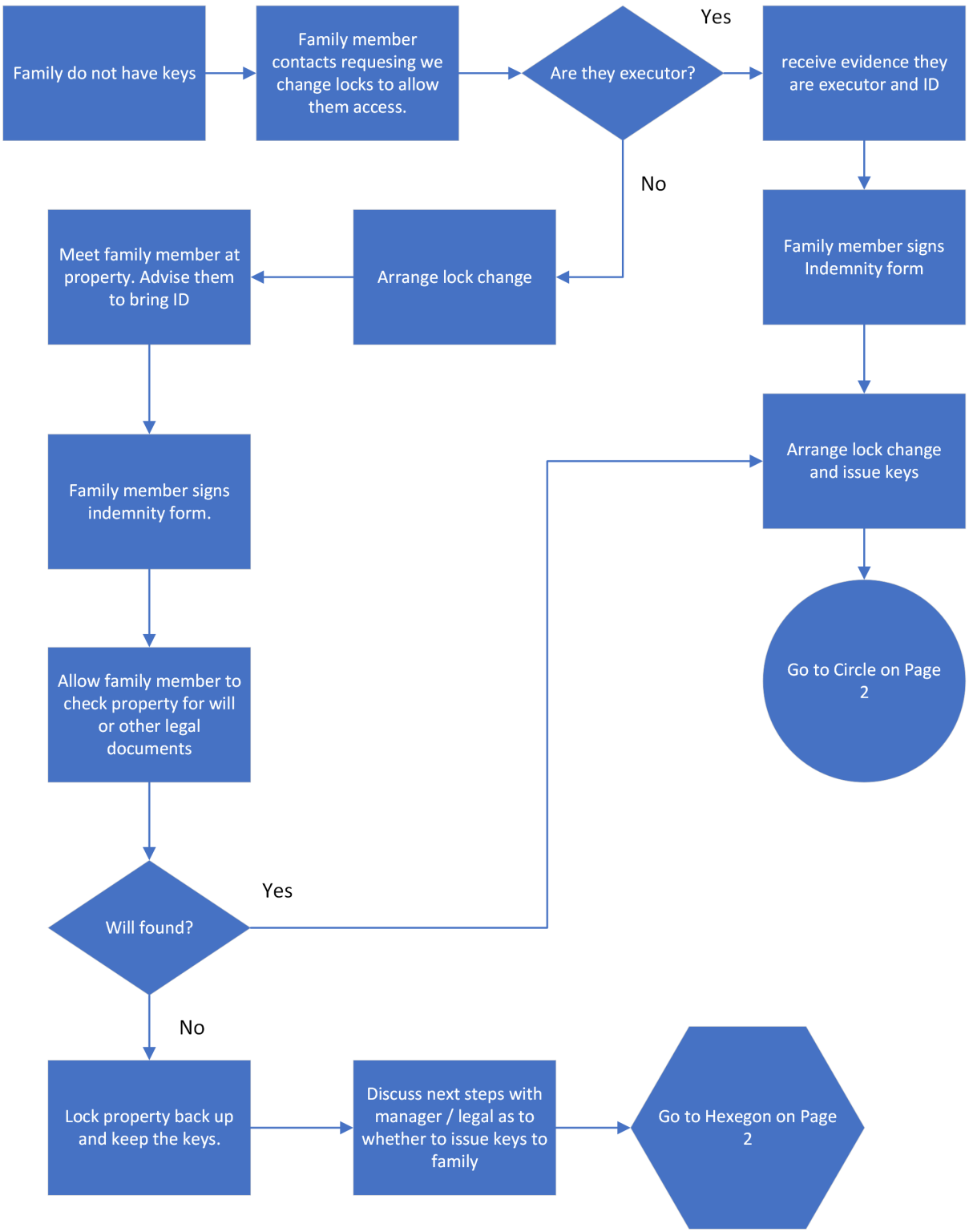


Page 4 - Succession, But Property Not Suitable



Page 5 -Tenant died but family / NOK dont have keys

NB - we cant just allow access to family members without evidence they are executor



Appendix 2 – Succession Checklist:

Succession Of Tenancy Check List

Tenancy Name			**Address:**	
Applicant name			**DOB:**	
Succession request (in what form)				
ID details provided Proof given (i.e. passport, UK driving license with photo)				
Proof of residency (min 12-month evidence – give type)				
Checks				
Tenancy Type:	Assured			
Property Type:	3 bed, 4 person			

Spouse/Civil Partnership NOK Other			
Previous succession? - No			
Rent arrears on tenancy/ current balance?			
Would the applicant be significantly under occupying?			
Would the Applicant be significantly overcrowded?			
Does the property have major adaptations or are there any other reasons why it might be unsuitable for applicant.			
Based on the eligibility checks set out above, is the application for assignment by succession approved			

Signed: Officer: Date:
If not eligible, on what grounds could the application to succeed/assignment be approved? [Include details or relationship to deceased, period of occupation at deceased tenant's property and any exceptional circumstances that should be considered]
Manager review [Agreed/ refused] : Signed: Date:
Other comments?

Appendix 3 - Next of kin letter:

The Personal Representatives

Of the late

Date

To Whom it concerns,

Tenancy of the late (insert name) of (insert address)

I was sorry to hear of the death of (insert name). I know this is a difficult time but there are some steps that need to be taken so I am writing to let you know what should happen now.

To start the process we need 2 things from you:

1. The first thing we need to see is a copy of the death certificate.
2. We also need to know if there is an executor or anyone who has taken out letters of administration.

It is a legal requirement that following the death of a tenant, a Notice to Quit has to be given to bring the tenancy to an end. The Notice can only be given by the executor of the will or a person who has taken out letters of administration. If you have authority to give this Notice, please complete the enclosed form which also gives authority for to dispose of any items left in the property.

If there is no will and no-one with the authority to give Notice, Brighter Places will need to serve the Notice to Quit on the Public Trustee.

Until the tenancy is brought to an end, rent is due from the estate. I am afraid any entitlement to Housing and Council Tax Benefit or Universal Credit will have ended on the date of death so full rent will be charged on the property until the Notice has expired.

I appreciate that this is a difficult time for you. If you would like to discuss any issues, please contact us at the office.

Yours sincerely

Appendix 4 No Succession

The Personal Representatives of

Date

Dear

No succession to tenancy of

Please accept our condolences for your loss. Losing a loved one is never easy, and we understand the emotional challenges you may be facing during this time.

I am writing to inform you that your application for tenancy at [Property Address] has not been successful. This is because…….. This means that you will not be able to stay at this address.

We will allow you Use and Occupation for X months whilst you look for alternative housing. This means that you can stay at the property until (insert date) as long as you pay the Use and Occupation charge and don't cause anti-social behaviour

The weekly Use and Occupation charge is £. If you receive Universal Credit you will be subject the bedroom tax of £. If you would like any help or advice about this please let me know and I can arrange for your income office to get in touch.

Or

We have served notice on the property and the public trustee and this means that the tenancy will come to an end on (insert date) and you will need to move out by that date. You can contact the local council for housing advice

If you have any queries in relation to this matter, please do not hesitate to contact me.

Yours sincerely

Appendix 5 NTQ – Public Trustee

To: "The Personal Representatives of ……."

NOTICE TO QUIT

I, …… (……), on behalf of Brighter Places (Landlord) hereby give Notice terminating the tenancy of:

Tenants name now deceased,

of the premises known as

On the **Sunday 20..** or at the expiration of the term of the tenancy which shall expire next after the end of four weeks from the service of this Notice.

Signed

on behalf of Brighter Places

Date

The following prescribed information must be provided by law and applies to anyone remaining in occupation.

1. If the tenant or licensee does not leave the dwelling, the landlord or licensor must get an Order for Possession from the Court before the tenant or licensee can lawfully be evicted. The landlord or licensor cannot apply for such an Order before the Notice to Quit or Notice to Determine has run out.
2. A tenant or licensee who does not know if he/she has the right to remain in possession after a Notice to Quit or a Notice to Determine runs out can obtain advice from a solicitor. Help with all or part of the cost of legal advice and assistance may be available under the Legal Aid Scheme. He/she should also be able to obtain information from a Citizens' Advice Bureau, a Housing Aid Centre, or a Rent Officer.

NOTES

1. Notice to Quit premises let as a dwelling must be given at least four weeks before it takes effect and it must be in writing (Protection from Eviction Act 1977, s. 5 as amended).

2. Where a Notice to Quit is given by a landlord to determine a tenancy of any premises let as a dwelling, the Notice must contain this information (The Notices to Quit etc. (Prescribed Information) Regulations 1988).

3. Some tenancies are excluded from this protection: see protection from Eviction Act 1977, ss. 3A and 5(1B).

Appendix 6 – Publix Trustee Form

FORM NL(1)

THE PUBLIC TRUSTEE

APPLICATION FOR REGISTRATION OF NOTICE AFFECTING LAND

PUBLIC TRUSTEE (NOTICES AFFECTING LAND) (TITLE ON DEATH) REGULATIONS 1995

For explanatory notes see overleaf. *Please type or complete in BLOCK CAPITALS*	For official use only
To:	Date of Registration ..... Registration No. .....
I of *(enter name and address of person or firm making application)* apply for registration against the name of the deceased person referred to below of the attached Notice in respect of the land described.	The fee of £ accompanies this application. *(Cheques should be made payable to the Public Trustee)* Signed ..... Date ..... Telephone No. ..... Reference .....
Enter name of deceased Forename(s) Surname	*Enter details of land to which Notice relates. (See explanatory notes)*
Date of Notice Description of Notice (see explanatory notes)	

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Appendix 7 Property Not suitable

Name

Address

Date

Dear

Succession to tenancy of

Please accept our condolences for your loss. Losing a loved one is never easy, and we understand the emotional challenges you may be facing during this time.

I am writing to inform you that your application for tenancy at [Property Address] has been successful. We have updated our records accordingly, and all future communication regarding the tenancy will be with you.

However, we have a duty to make the best use of or stock and as this property is too large for you / has adaptations that you do not need we will work with you to find an alternative property for you. I will be in touch to talk through your options with you.

The weekly rent for the tenancy is £. If you receive Universal Credit you will be subject the bedroom tax of £. If you would like any help or advice about this please let me know and I can arrange for your income office to get in touch.

If you have any queries in relation to this matter, please do not hesitate to contact me.

Yours sincerely

Housing Officer

Appendix 8 – Succession granted

Name

Address

Date

Succession to tenancy of

Dear

Please accept our condolences for your loss. Losing a loved one is never easy, and we understand the emotional challenges you have faced.

I am writing to inform you that your application for tenancy at ……. has been successful. We have updated our records accordingly, and all future communication regarding the tenancy will be with you.

There can only be one succession so this means that no other household member will be able to succeed to this tenancy in the future.

The weekly rent for the tenancy is If you would like any help or advice about this, please let me know and I can arrange for your income office to get in touch.

If you have any queries in relation to this matter, please do not hesitate to contact me.

Yours sincerely

Housing Officer

Appendix 9 – Use and Occupation Letter:

Date

Name

Address

Dear

Re: Use and Occupation of:

I am writing to advise you that (Tenant's Name) will end on Sunday (insert Date). Therefore with effect from Monday (insert date), Brighter Places has granted permission for you to use and occupy the property of:

Address

I would like to make an appointment with you to discuss the next steps. This appointment will take place at our office /at the property (Delete as appropriate).

This letter does not imply that you have a tenancy or any recourse to the address above. As a result you are liable to pay a weekly charge of (Insert U&O charge) as from the above date. I would like to remind you that you are required to pay this charge on the Monday that it is due or in advance so that your use and occupation account is clear at all times. This is a requirement of the use and occupation.

Brighter Place have no statutory or regulatory responsibility for your housing situation. As part of the condition of the use and occupation you agree to seek alternative suitable accommodation. We will commence legal processing's to obtain possession of the property if you:

- do not pay the use and occupation charge,
- cause damage to the property,
- cause any antisocial behaviour,
- refuse any reasonable offers of accommodation.

If you have any questions or queries, you can contact me by telephoning or visiting the office. I will be pleased to help you.

Yours sincerely

Housing Officer

Appendix 10 Statutory Declaration and Indemnity form – Death of a Tenant

I do solemnly and sincerely declare that I wish to make the following declaration, and I make this solemn declaration honestly believing the same to be true, and by virtue of the provision of the Statutory Declarations Act 1835.

We are the person(s) entitled to apply for Probate/Letters of Administration of the estate of …….

("the Estate"). Who to the best of my knowledge and belief, has died leaving no Will, and no grant of representation of the estate of the deceased has been made. We are not aware of any other persons with a superior claim to the Estate.

I hereby confirm I believe I am entitled to deal with the Estate which includes items at the property known as

…….

"the Belongings" by virtue of being the responsibility of the tenant of [Address]

Full Name……

Address ……

In consideration of Brighter Places permitting us to deal with the Belongings without a grant of Probate or Letters of Administration yet having been granted. We hereby undertake to indemnify Brighter Places and keep them indemnified from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs, and expenses whatsoever which may be made or brought against them by reason of compliance with this request.

Signature of person(1): ……..

Declared at: ……..

Before me: ……..

Title …….

Signature: ……..

Date: ……..

Signature of person (2): ……..

Declared at: ……..

Before me: ……..

Title …….

Signature: ……..

Date: ……..