

Advice for the next of kin or representative, following the death of a Midlothian Council tenant



We recognise that the death of a relative or friend is a sad and often distressing time. During this time you will also want to settle their affairs and this leaflet will help you know what you have to do in regards to their tenancy with Midlothian Council.

How do I end the tenancy?

Please notify the council as soon as possible after the deceased person has passed away. Their tenancy will legally come to an end on the date of their death. We ask that rent is paid right up to when the tenancy ends.

You will need to remove all of the deceased person's belongings and furniture including floor coverings within fourteen days from date of death – there are no rent charges during this period. If after fourteen days the property has not been returned back to the Housing Officer we can charge rent for this and the cost could be recovered from the deceased person's estate.

The Housing Officer who is responsible for the management of the tenancy will write confirming the tenancy end date.

Who else do I need to inform?

You will need to inform companies such as utility providers that the deceased person has passed away, for example gas, electricity (they need meter readings at the date of death) telephone and broadband providers, TV licensing, Council Tax and Housing Benefit if the deceased person was in receipt of it.

Please also inform other relevant agencies such as care and support providers (if the deceased person had a carer or support worker), Adult Social Care, meals provider, domestic help services, garden aid etc.

What will happen to their mail?

We would recommend using the Post Office redirection service to ensure that any mail is forwarded on to you.

Will I have to remove all belongings?

You will need to remove all the deceased person's belongings, floor coverings and furniture.

If you would like a longer period of time to remove belongings, it is important that you speak to the Housing Officer to agree this as soon as possible. Please note that there will be a property charge, equal to the weekly rent charge, for any extended period of time. This charge is payable in advance.

Any furniture or other items left in the vacated property will be removed by the council and the relevant cost will be passed to the deceased person's estate for payment.

Any gas cooker needing to be removed must be disconnected by a registered engineer.

Please ensure that any mobility aids such as walkers, commodes, bath seats or other aids are returned to the correct agency – usually Adult Social Care. If applicable, key fobs for an entry door should be left or the cost of this will be passed to the deceased person's estate for payment.

The property will also need to be cleaned so that it is in an acceptable condition for the incoming tenant.

If permission has been granted to install any fixtures or fittings, such as driveways or gates, please make sure they are left in a reasonable condition. You need our agreement, in writing, to leave outhouses, such as garages, greenhouses or sheds. The wheeled bin should be left at the rear of the property for collection.

How do I return the keys?

Keys to the property must be returned before 12 noon at the end of the agreed period to the Housing Officer.

If you have any other queries regarding the tenancy of the property please contact the Housing Officer.

Midlothian Council would like to offer you our condolences and thank you for your assistance at this difficult time.

Housing Contact details:

Email:

housing.enquiries@midlothian.gov.uk

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