

REQUEST TO SUCCEED TO A SECURE TENANCY



Housing Services

www.kingston.gov.uk

Please complete this form if you believe that you have the right to take over (succeed) to a tenancy after a tenant dies. Information about succession is available on our website or from the Information and Advice Centre.

If you are already a joint tenant there is no need for you to complete this form. Please call us on 020 8547 5003 or refer to our website for further advice.

Please return the completed form together with supporting documents, in person to the Information and Advice Centre, Guildhall 2, Kingston upon Thames or the Tadlow Housing Office, Washington Road, Kingston upon Thames.

Section 1: Details about the tenant who has died.

Full name of tenant who has died

Property address

Date of death

We will need to see the death certificate

Section 2: Details about the property.

What type of property? House Flat Maisonette Bungalow

How many bedrooms does it have?

Does the property have any of the following features?

Level access shower Handrails Ramps Stair lift

Other adaptations (please detail)

Do you need these adaptations? Yes No

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5000 or ask someone to call on your behalf.

Section 3: Details about you.

Your full name

Date of birth

National Insurance No

You will need to show us proof of your identity (for example passport or driving licence)

What is your relationship to the late tenant?

If you are not the late tenant's next of kin, please tell us that person's name and contact details or the name and contact details of the executor of the late tenant's estate (the person carrying out the wishes set out in the will).

How long have you lived at the property?

You will need to show us proof (for example bank statement, mobile phone bill)

Your contact details

Phone number

Email

Section 4: Details of other people living with you.

Please tell us who else lives with you at the property

Name	Date of birth	Relationship to you	Date moved in

Section 5: Declaration

As far as I know the information I have given on this form is correct.

I understand that you will carry out necessary investigations to confirm whether I am entitled to succeed to the tenancy and you may share my information with other agencies to detect and prevent fraud.

I understand that if you give me the tenancy you may evict me if you later find that:

- I deliberately made false statements; or
- I did not tell you relevant information

Signature

Date