

Clearing the Property

You can arrange for any large items to be uplifted by contacting East Lothian Council on 01875 824305 or through the website www.eastlothian.gov.uk. There may be a charge for doing this but it will be cheaper than us doing this work on your behalf. Please note that such items must be left outside the garden at the kerbside on the day arranged for uplift.

If there is good quality furniture or electrical equipment you do not want, you may want to donate it to the Recycling 1st Project, part of the East Lothian Voluntary Organisations Network (ELVON). Recycling 1st will collect any suitable furniture or electrical equipment free of charge from the property. You can contact Recycling 1st on 01875 615797 or by visiting their website at www.recyclingfirst.freeuk.com.

Chargeable Repairs

If we have to carry out any repairs or decoration, we will aim to recover the costs for this work from the tenant's estate. We will inspect the property after you return the keys and write to confirm any work we intend to charge for. We will send a bill when we have received the invoices for the work.

Advertising the Property

We will now advertise the property for let through homehunt. If anyone approaches you and asks to view it please do not show them around. We will do this when we have selected the successful applicant.

Who else you may need to contact

You may need to let the following organisations know that the tenant no longer lives in the property:

- Gas and Electrical suppliers
- The Post Office
- Telephone/Cable TV supplier
- East Lothian Council Housing Benefit and Council Tax Department

Contact Us

We hope you have found this information helpful but if you have any questions, or would like more information, please contact us 01620 825032 or at elha.com



When an ELHA Tenant Dies



We have sent you this leaflet because you have reported the death of one of our tenants, there is no-one to succeed* to the tenancy, and you are the legal executor or next of kin dealing with the tenant's affairs. We know that this can be a difficult time and so this leaflet sets out the end of tenancy responsibilities and the procedures we follow to make sure that the property is returned to us in a reasonable condition and costs are kept to a minimum for everyone concerned. We hope it will help, but if you have any questions or concerns please feel free to get in touch.

Ending the Tenancy

As there is no-one to succeed* to the tenancy it will officially end on the date of the tenant's death. We have asked you for a copy of the death certificate to confirm this date and for your address so that we can write to you about any charges we have to make to the tenant's estate.

We will normally give you up to two weeks rent free to clear the property and to ensure that the property is in an acceptable condition. If you need more time, we can extend the period but would charge rent for each day over the 14 day rent free period and so it is important that you check that the tenant's estate can meet this cost.

The property should be handed back in an acceptable condition ready for the next tenant, if not; we will claim the cost of any work we have to do from the tenant's estate. We will not insist on carrying out a house inspection but if you would like a Housing Officer to visit and tell you what needs to be done before you hand the keys back then we will be happy to arrange this. Otherwise, the following End of Tenancy Checklist will guide you on how the property should be returned to us.

* Someone may have the legal right to inherit the tenancy if they have been living in the property and qualify to succeed

End of Tenancy Checklist

Cleaning

- All rooms and cupboards should be cleared of personal belongings and swept
- All woodwork, e.g. doors, skirtings and window sills should be clean
- Electric socket covers should be clean
- Kitchen units should be emptied and all surfaces clean
- Sanitary ware should be clean
- All windows should be left clean inside and out
- Nothing should be left in the loft or anywhere else in the property

Decoration

- The house should be left in good decorative order.
- Paintwork should be clean and well applied.
- Torn or marked wallpaper should be replaced.
- Tiles should be clean.

Fixtures and fittings

- Fixtures and fittings installed by the tenant without our permission should be removed (if you are unsure about permission, please ask us)
- Missing fixtures and fittings should be replaced
- Damaged fixtures should be replaced

Floors

- All floor coverings should be removed

External areas

- Gardens should be tidy and free of rubbish, any grass and overgrown shrubs should be cut back and borders weeded. Sheds and any other outbuildings should normally be removed

Meters

- Please don't leave any debt on the gas or electric prepayment meters
- All key or payment cards for the meters should be left in the property

Keys

- Please return all keys, including door entry keys and key fobs to us by the agreed date