



Housing Management | Bereavements

Key return checklist - Bereavements

Tenancy information	
Full name of tenant	
Address of tenant	

What to do following a bereavement

What to do when moving out

Before handing in the keys, please make sure that you leave the property clean and tidy and you have addressed all the points below:

- You have told the City of Doncaster Council's Council Tax department about the bereavement
- If the tenant was claiming any benefits, you have told the Department for Work and Pensions (DWP) and/or the City of Doncaster Council's Housing Benefit Section
- You have removed all furniture, belongings and rubbish from all areas of the property,

including lofts, cellars, gardens, balconies, garages, sheds and outhouses

- You have taken all meter readings and entered them into the table below
- You have informed the gas, electricity and water companies (keep a note of the final readings)
- If there is a security alarm, burglary alarm or key safe fitted at the property, it is important that you make us aware of this at the time the keys are handed in. You also need to make sure you pass on details of any access codes by entering the details in the table below. Provide a copy of the death certificate when you hand in the keys, unless we have had confirmation from the Registrar's Office.
- Provide next of kin details when you hand in the keys
- You have contacted St Leger Homes of Doncaster on 862862 to advise us that the keys have been posted.

Meters and codes

Please fill out the form below with the gas and electricity meter readings as well as any relevant codes we need to be aware of.

Meters and codes	
Gas meter reading	
Electricity meter reading	
Security alarm code (if applicable)	
Key safe code (If applicable)	

Further information

Please fill out the form below with any further information we may need.

Next of kin details (if applicable)	
Name	
House number and street	
Area	
Town	
County	
Post Code	
Executor details (if applicable)	
Name	
House number and street	
Area	
Town	
County	
Post Code	
Solicitor dealing with the estate details (if applicable)	
Name	
House number and street	
Area	
Town	
County	
Post Code	