

## REQUEST TO SUCCEED FORM

*Please DO NOT send originals of documents referred to in this form when you return it to us as we will be unable to return these to you. However, you should be able to produce original documents if we request these. The document must be completed by, or on behalf of, the person who wishes to succeed to the tenancy.*

### Section 1 (Details of deceased tenant)

Full Address of Property		
Full name of deceased tenant		
Date tenancy commenced		
Date of tenant's death		
Copy of death certificate provided	YES	NO
Has the deceased tenant left a Will?	YES	NO
If Yes, please provide a copy and the name and address of the Executor(s)		

### Section 2 – Details of person requesting to succeed

Full name of person requesting to succeed		
DOB		
NI Number		
Contact Telephone No.		
Relationship of person requesting to succeed to the tenant. (please tick/complete relevant box) You will be asked to provide proof of relationship	Husband	
	Wife	
	Civil Partner	
	Common Law spouse/civil partner	
	Son	
	Daughter	
	Other (insert relationship)	

Document(s) supplied identifying person requesting to succeed and demonstrating relationship between person requesting to succeed and tenant, from the date when the applicant moved in  (please tick/complete the relevant boxes)	UK Passport	
	Driving Licence	
	Birth certificate of person requesting to succeed	
	Council Tax document(s) showing household	
	Other (please give details)	
Date the person requesting to succeed moved into the property		
Does the person requesting to succeed live in the property as their only or principal home and able to provide proof?	YES	NO
Are you the executor of the late tenant's estate ((The person dealing with the deceased tenant's affairs.))  If you answered No, please tell us the name and address of the executor.	Yes (give details below)	No
Does the person requesting to succeed own or have a tenancy at any other property?  (please tick/complete relevant boxes)  Document(s) supplied demonstrating person requesting to succeed lives in the property as their only or principal home.  (If you are a family member other than a husband, wife or civil partner you must provide	Council Tax document(s) showing household	
	Bank/Building Society statement(s)	
	Driving Licence	
	Local Authority Voting document(s) showing registered to vote at property	
	Proof of employment/wage slips	
	Local Authority welfare benefit document(s)	
	Other (please specify)	

documents demonstrating you have lived in the property during the 12 months prior to the death of the tenant)		
Please provide the full names and DOB of all persons currently living in the property  Please provide the full names and DOB of all persons currently living in the property	Full Name (and Date of Birth)	Relationship
Please provide details of any vulnerabilities, physical or mental disabilities that the potential successor or any person who is currently living in the property has.  If none, please state 'None'		
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*This form must be signed by the person who is making the request to succeed.*

*By signing this form you confirm that the information and any supporting documents you have provided to Southway Housing Trust are true and accurate to the best of your knowledge and belief.*

*In addition, by signing this form you confirm that you give Southway Housing Trust authority to contact any statutory agency, private company or individual for the purpose of authenticating the information that you have provided and investigating your entitlement to succeed.*

Signed .....

Print name .....

Date .....