

Application for succession to a tenancy following the death of a tenant



Succession is a right to pass on a tenancy to another member of a household when a tenant dies. The right only applies if you have a secure tenancy. The person taking over the tenancy 'succeeds' to the tenancy. Only certain people can take over a tenancy when a tenant dies. These people are grouped into three levels of priority, which are set out in housing law.

The person who succeeds to the tenancy must have lived at the property as their main or only home for six months before the application. The six month period will only start when we have been told that they are living there.

For more information, please read our leaflet 'Succeeding to a Scottish secure tenancy'.

Your personal data

Moray Council is the Data Controller for the personal data collected to deliver our Housing Services to you. To find out how the Council processes (including storing, sharing, and managing) your personal data please see our dedicated webpage at www.moray.gov.uk/housingprivacynotices, or contact us. Please Note – It is really important that you tell us when the information you have given changes. This will help us keep your information correct and up to date.

To apply to succeed to a tenancy, please fill in this form.

Current tenancy details						
Name of the deceased tenant						
Date of death						
Address						
Postcode						
Your details						
Name						
Date of birth						
Relationship to former tenant	husband ☐	wife ☐	civil partner ☐	cohabitee ☐	family member ☐	carer ☐
Phone number						
Mobile number						
Email address						
When did you move into the property?						
If you were the tenant's carer, please tell us your previous address						
Address						
Postcode						
At the previous address, were you the	owner ☐	tenant ☐	other ☐			
If you were a tenant, please give your landlord's address						

Please tell us about the care that you gave the tenant

Please give us details of all the other people currently living in the house and any who would join your household if you succeed to the tenancy

Name	Date of birth	Relationship to you	Do they live there now?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

Declaration and authority to seek information

I confirm that all the details I have given are to the best of my knowledge true and that I want to succeed to the tenancy at the address above.

I confirm that this address has been my previous home for six months prior to this request.

Applicant signature

Date

Please return this form to:

**Housing & Property
Moray Council
PO BOX 6760
Elgin
IV30 1BX**

If returning by post, please make sure a large letter stamp is used

More information:

Phone: 0300 123 4566

Email: housing@moray.gov.uk