**Succession Assessment Form**

(Please check all details are correct)

**Current Tenancy;**

|  |  |
| --- | --- |
| **Tenant(s) Name;** |  |
| **Address;** |  |
| **Telephone Number;** |  |
| **Date of Death;** |  |

**Tenancy Details;**

|  |  |
| --- | --- |
| **Date Tenancy Commenced;** |  |
| **Tenancy Number;** |  |
| **Tenancy Type;** |  |

**Property;**

|  |  |
| --- | --- |
| **Property Type;** |  |
| **No of Bedrooms;** |  |
| **No of Persons in Property;** |  |

|  |  |
| --- | --- |
| **Other Details;** |  |

**Succession Applicant;**

|  |  |
| --- | --- |
| **Successor(s) Name;** |  |
| **Current Address;** |  |
| **Telephone Number;** | **Home: Mobile:** |
| **Relationship to Tenant;** |  |
| **Date Moved in to Property;** | **Has lived at the property since commencement of the tenancy** |
| **Former Address;** | **N/A**  **Postcode:** |
| **Previous Landlords Name and Address;** |  |
| **Date of Occupation;** | **From: To:** |

**KCH Application Form Completed: Yes**

**Please note:** KCH application form is required to provide information on household composition, need and equality information.

**Check List**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Y** | **N** | **Comments** |
| Copy of tenancy agreement  *(attach copy)* |  |  | Type of tenancy; |
| Application for Succession form |  |  |  |
| Proof of ID |  |  |  |
| Proof of residence for 12 months prior to death of tenant (except spouse). |  |  |  |
| Does applicant have interest in any other property? |  |  |  |
| If property too big for applicant will they move to smaller property on succession?  Advice given on options? |  |  |  |
| Balance of tenants rent account; |  |  |  |
| Does the applicant have a use and occupation account?  Any arrears on previous tenancy; |  |  |  |
| Household Income;  *Employed*    *Benefits received:* |  |  |  |
| Any outstanding Court Orders;  What for? |  |  |  |
| Eligible for Succession? |  |  |  |

**SUMMARY**

**Succession recommended; Yes No**

**Housing Case Officer:**

**Name:**

**Signature:**

**Date:**

**Approved by Head of Operations: Yes No**

**Name:**

**Signature**

**Date:**

**Reasons for approval / refusal;**

**Decision Letter sent;**

**Date Succession Effective From;**

**Details changed on system:**

**KCH Officer Name:**

**Date:**