



Succession Procedure

1. Introduction

- 1.1 The following individuals have the right to succeed to a tenancy on the death of a tenant of Co-op Homes, provided there have been no previous successions:
- (i) The surviving joint tenant.
 - (ii) A person who lived with the tenant as his or her husband or wife at the time of his or her death (this includes married and cohabiting, heterosexual, gay and lesbian couples).

2. Policy

- 2.1 Co-op Homes does not have a policy on Succession. This procedure applies to Co-op Homes short life and permanent tenants, as well as Co-ops tenants

3. Procedure

- 3.1 Letter from spouse / partner requesting succession to tenancy on the death of spouse or partner. If not provided, write asking for a copy of the death certificate
- 3.2 Check our records to verify that they are registered as living at the property. Interview the applicant if more information is required
- 3.3 Present a report to the Housing Manager with recommendation within 10 days of receiving request. Where approved and the spouse or partner succeeds the tenancy details on Omni Ledger need to be updated.
- 3.4 Write to the tenant advising that the succession takes effect from the Monday following the death of the deceased tenant. The letter also informs them that there are no further succession rights.
- 3.5 If the succession is not approved or is approved conditionally write to the applicant with reasons setting out the action that will be taken.

4. Guidance Notes

- 4.1 Where the succession would result in the potential successor under occupying the accommodation, or the property has been adapted for a person with special needs, the successor may be offered alternative accommodation, more suitable to their needs. However, where the succession would result in the potential successor under occupying the accommodation by just one bedroom the successor will be allowed to remain in the accommodation.



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Where such an offer is unreasonably refused, we will take action to repossess the property.

- 4.2 Where there has already been one succession, we may grant a new tenancy to someone who would otherwise be qualified to succeed. Where the applicant is under-occupying the property or occupying accommodation suitable for someone with special needs, the applicant may be offered alternative accommodation suitable for their requirements. The criteria in 4.3 below will be used when considering such requests
- 4.3 Co-op Homes also recognises that there may be circumstances where an applicant who has been residing with the deceased tenant does not have a statutory or contractual rights to succeed, but where it would be appropriate to make them an offer of permanent accommodation. Such circumstances might include (but are not restricted to) the following:
- (i) The applicant has resided with the deceased tenant since birth.
 - (ii) The applicant had taken up permanent residence with the deceased tenant at least one year before their death;
 - (lii) The health of the applicant is such that it would be unreasonable for them to find alternative accommodation.

In such circumstances, Co-op Homes will use its discretion to offer the applicant a tenancy either of the property previously occupied by the deceased tenant, or of another property suitable to their needs (where possible).

- 4.4 Applicants can appeal against a decision to refuse them a tenancy to the Housing Manager
- 4.5 Proof of residence documentation could include any or some of the following
- Utility bills for the property in the name of the proposed
 - Bank statements listing the address
 - Proof of Council Tax
 - Electoral Roll
 - Income Support /DSS documents listing the address
 - Credit agreement in the name of the proposed listing the address
 - Driving License listing the address
- 4.6 Where they are not the spouse or partner of the tenant they will need to provide proof of residence for a continuous period of 12 months up to the death of the tenant. They may also be required to move to smaller accommodation if they under occupy the property by more than one room.