

Tenancy Amendment

**Town Hall, High Street,
GOSPORT, PO12 1EB**

(023) 9258 4242

(023) 9254 5285

Telephone:

Fax:

My Ref:

Your Ref:

Please ask for:

Extension:

Direct Line:

E-Mail address:

Elspeth White

Code A

www.gosport.gov.uk

19 January 2007

Mrs P Ripley

Code A

Dear Mrs Ripley

TENANCY AMENDMENT TO Code A

I have just been advised and am very sorry to hear that Mr J Ripley died recently. Please accept our condolences on your loss. There are some formalities connected with the Council tenancy that need to be arranged. I have detailed those below, but if you feel you may need assistance please telephone me on (023) 9254 5448.

If you are in receipt of Housing Benefit, or you think that you may now qualify for Housing Benefit, please contact the Housing Benefit Section on (023) 9258 5325 for further assistance.

Please ensure that you advise the Housing Benefit and Council Tax sections of your change of circumstances. You can do so by phoning (023) 9258 4242.

Any tenant who succeeds to a tenancy on the death of a partner cannot have a further succession i.e. the tenancy will then end with the tenant that has succeeded, and cannot be further amended in the future.

Please forward a copy of the death certificate for our records. The tenancy will then be amended into your sole name.

On behalf of Gosport Borough Council, please accept my condolences. If I can be of any further assistance, please do not hesitate to contact me on **Code A**

Yours sincerely

Ms Elspeth White
Admin Officer - Housing Services

HOUSING SERVICES UNIT
Housing Services Manager
Andy Elder