



Succession Request Form

Please complete this form if you believe you have a right to take over (succeed) to a tenancy after a tenant has died. Information about succession is available in our factsheet, WDH Succession, which is available on our website wdh.co.uk or by contacting OneCALL. It is important that you complete all sections of this form so we can consider your request.

If you are already a joint tenant, there is no need for you to complete this form but we may need to ask you to provide evidence that you were living with the joint tenant who has died and this was your only or main home.

Please return the completed form, together with supporting documents, to your nearest Hub at Wakefield or Pontefract. If you have any difficulty reading this document or need any help completing this form, please contact OneCALL on 0345 8 507 507.

Details about who has died

| | |
|--|--|
| Full name of tenant who has died | |
| Property address | |
| Date of death (You will need to provide us with a copy of the death certificate.) | |

Details about you (the person who wants to take over the tenancy)

| | |
|--|---------------------------------------|
| Your full name (Include photographic ID.) | Your email address |
| Your date of birth | Your national insurance number |
| Your phone number | |
| What is your relationship to the late tenant? (Include evidence of this relationship, for example birth certificate.) | |

| | |
|---|-----------------|
| Are you the executor of the late tenant's estate? (The person dealing with the deceased tenant's affairs.) | Yes / No |
| If you answered No, please tell us the name and address of the executor. | |
| How long have you lived at the property? (You will need to include proof of how long you lived at the property, before the tenant died.) | |
| Is the property your only or main home? | |

Details of other people living with you

Please tell us who else lives at the property with you.

| Name | Date of birth | Relationship to you | Date moved in |
|------|---------------|---------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

Details about the property

| | |
|---|-----------------|
| What type of property is it and how many bedrooms? (House / apartment / maisonette / bungalow) | |
| Does the property have any of the following? Ramps, stairlifts, grab rails, low access shower. | |
| Has the property been adapted in any other way? | |
| Do you or any other person living at the property need these adaptations? | Yes / No |
| If you answered YES please explain who needs the adaptations, which adaptations they need and why? | |

About your personal circumstances

Please tell us about any relevant personal circumstances that you would like us to take into account when we consider your request to succeed – attach extra pages and supporting information if needed.

Have you included the following?

- Photographic proof of your ID
- Evidence of your relationship to the late tenant
- Evidence of how long you lived at the property, before the tenant died.

Declaration

I declare that the information given by me on this form is correct to the best of my knowledge.

I give WDH permission to share my personal information with other agencies for the purpose of considering this request and to detect and prevent tenancy fraud.

I understand that if I knowingly omit or give false information, my request may be refused. If I am given a tenancy and WDH later find out that I have given false or misleading statements, WDH may evict me.

Signed _____ Dated _____

Data Protection

Wakefield and District Housing Limited (WDH) is a registered charitable Community Benefit Society that provides social housing and social support services. WDH is the Data Controller of personal information and is registered with the Information Commissioner (ICO reg. no. Z9160379). We are regulated under the Data Protection Act 2018, including the UK GDPR (General Data Protection Regulation). Our contact details for data protection purposes are as follows.

Information Governance Team
WDH
Merefield House
Whistler Drive
Castleford
WF10 5HX

Email: informationgovernance@wdh.co.uk

You have a number of important rights, free of charge, unless excessive or repetitive in nature. More information about your rights, including how to complain are available here - [Data Protection Rights Notice](#) .

WDH will process the information you provide on this form because you wish to enter into a contract (tenancy).

For further information, on how we use your personal data, details of the WDH Privacy Notice can be found on our website wdh.co.uk/accessibilityandprivacy/ If you'd like a copy we can email it to you.

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email onecall@wdh.co.uk