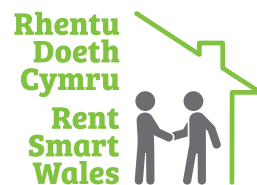


Notification of deceased Landlord/Agent



This form should be completed by a legal representative or next of kin. Please complete this form if you are advising Rent Smart Wales that a landlord or agent has died.

Section 1 - Please provide your details (person filling out the form)

Name	Title	First name	Middle name(s)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname		
	<input type="text"/>		
Date of birth	(DD/MM/YYYY)		
Correspondence address			
	Postcode		
	<input type="text"/>		
Telephone number			
Email address			
Relationship to the deceased	Next of kin	<input type="checkbox"/>	Legal representative of estate
		<input type="checkbox"/>	<input type="checkbox"/>

Section 2 - Please provide details for deceased landlord/agent

Name	Title	First name	Middle name(s)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Surname		
	<input type="text"/>		
Date of birth	(DD/MM/YYYY)		
Correspondence address			
	Postcode		
	<input type="text"/>		
Date of death	(DD/MM/YYYY)		
Registration number	<input type="text" value="#RN-"/>	This reference number can be found on the registration certificate.	
Licence number	<input type="text" value="#LR-"/>	This reference number can be found on the licence conditions.	

Section 3 - Properties

Are any of the properties owned/let by this landlord/agent currently let on a domestic tenancy?
(please see guidance on page 4)

Yes No

If yes, provide the details below for each known property (you may use a separate sheet if required)

Property address 1

Postcode

Name of replacement licence holder

Company name

Licence reference number

Property address 2

Postcode

Name of replacement licence holder

Company name

Licence reference number

Property address 3

Postcode

Name of replacement licence holder

Company name

Licence reference number

Section 4 - Declaration

Read the following declaration carefully:

I declare that the information contained in this form is correct to the best of my knowledge. I understand that I commit an offence if I supply any information to the licensing authority in connection with any of its functions under Part 1 of the Housing (Wales) Act 2014 that is false or misleading and which I know is false or misleading or am reckless as to whether it is false or misleading.

This form must be signed by the next of kin or legal representative named in section 1.

Print name

Next of kin Legal representative of estate

Signed Date

Return the completed form by email to **rentsmartwales@cardiff.gov.uk** or post to **Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA**

If you require any assistance when completing the form, contact Rent Smart Wales:

Tel: 03000 133344

Contact us form: www.rentsmart.gov.wales/contact

Post: Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA

Definition of Domestic Tenancy

A Domestic Tenancy is a tenancy which is an occupation contract under the Renting Homes (Wales) Act 2016 or a Regulated Tenancy.

Please read the following information carefully:

On receiving confirmation that a landlord/agent has died, we will remove the rental properties from the registration and deactivate. We will expire the licence on the date of death provided and deactivate the landlord/agent's user account to ensure that no further correspondence is sent.

If we need further information, we will contact the person that has completed the form. If any further action is required following the deactivation of the account, we will contact the responsible party.

If any of the properties owned/managed by the landlord/agent are still let on a domestic tenancy, they will need to be registered and have in place an appropriately licensed landlord or agent to undertake letting and managing activities.

If the properties are still in probate, they will need to be registered by the executor of the estate and they will need to obtain a licence or appoint a licensed agent.

If there is already a new owner of the properties, they will need to register as the landlord and obtain a licence or appoint a licensed agent.

Information on how to register can be found on our website:
www.rentsmart.gov.wales/en/landlord/landlord-registration/

For further assistance about who needs to register and how to do this, please contact us:

Tel: 03000 133344

Contact us form: www.rentsmart.gov.wales/contact

Post: Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA