

T A F L E N G W Y B O D A E T H

Marwolaeth tenant

**GALL YMDOPI Â MARWOLAETH
AELOD O'R TEULU NEU FFRIND FOD
YN ANODD AC MAE ANGEN RHOI
YSTYRIAETH I SAWL PETH. MAE'R
DAFLEN HON WEDI EI PHARATOI
ER MWYN CEISIO EICH HELPU
DRWY'R CYFNOD ANODD YMA GAN
AMLINELLU BETH SYDD ANGEN
I CHI WNEUD PAN FYDD TENANT
CARTREFI CYMUNEDOL GWYNEDD
(CCG) YN MARW.**

Beth i'w wneud os bydd tenant yn marw?

Dylech ddweud wrth CCG am y marwolaeth cyn gynted â phosib. Gallwch wneud hyn drwy ffonio 0300 123 8084 a gofyn am gael siarad gyda'r Adran Gosod. Byddant yn gofyn i chi gadarnhau hyn yn ysgrifenedig gan gynnwys y tystysgrif marwolaeth. Dylech yrru'r llythyr at:

Cartrefi Cymunedol Gwynedd
PO BOX 206
Bangor
Gwynedd
LL57 9DS

Oedd y tenant yn rhannu eu cartref?

Os oeddynt, efallai bod gan y person hwnnw hawl i olyniaeth ar yr eiddo. Am fwy o wybodaeth am olyniaeth darllenwch ein 'Taflen Wybodaeth - Olyniaeth Tenantiaeth' neu cysylltwch gyda'n Gwasanaethau Tenantiaeth am drafodaeth anffurfiol cyn gynted â phosib.

Sut i derfynu tenantiaeth?

Nid yw tenantiaeth yn dod i ben yn awtomatig pan fydd tenant yn marw. Mae hyn yn golygu bod rhaid parhau i dalu rhent ar ôl i'r tenant farw hyd y bydd y denantiaeth wedi dod i ben.

I ddod â thenantiaeth i ben rhaid i chi:

- Cadarnhau marwolaeth y tenant drwy lythyr. Dylai'r llythyr gynnwys enw'r tenant, cyfeiriad a'r dyddiad marwolaeth. Hefyd eich enw, cyfeiriad, rhif cyswllt a'ch perthynas chi i'r tenant.
- Bydd CCG angen copi o'r dystysgrif marwolaeth pan fydd ar gael.
- Rhaid i chi ddychwelyd pob goriad a ffobiau sy'n ymwneud â'r eiddo i'ch swyddfa ardal CCG agosaf. Yn achos tai gwarchod bydd agen dychwelyn tri goriad 'suited'. Gallai peidio dychwelyd y goriadau hyn arwain at godi tâl arnoch.
- Rhoi gwybod i CCG os oes larwm argyfwng yn yr eiddo (falle fydd angen ei dynnu).

Nodwch:

- Os yw'r tenant yn denant ar fodurdy CCG, bydd angen dod a'r denantiaeth yma i ben drwy lythyr yn cadarnhau marwolaeth y tenant a rhoi manylion y modurdy.
- Rhaid i chi ddychwelyd goriadau'r modurdy i'r swyddfa CCG agosaf.

Beth sy'n digwydd gyda'r rhent?

- Bydd angen parhau i dalu rhent ar yr eiddo ar ôl i'r tenant farw hyd y bydd y denantiaeth wedi dod i ben.

Yn parhau drosodd >>



T A F L E N G W Y B O D A E T H

Marwolaeth tenant

- Bydd angen talu'r rhent ac unrhyw ôl-ddyled o ystâd y tenant sydd wedi marw. Siaradwch gyda'r adran Rhent ac Incwm am hyn.
- Os oedd y tenant yn hawlio Budd-dal Tai, bydd y budd-dal yn dod i ben ar y dydd Sul cyntaf ar ôl marwolaeth y tenant (heblaw bod y tenant yn marw ar ddydd Sul, bydd eu budd-dal yn gorffen ar y diwrnod hwnnw).

Beth ddylwn ei wneud gydag eitemau sydd wedi eu gadael yn yr eiddo?

- Bydd angen clirio dodrefn, eiddo personol, offer, ysbwriel a charpedi (gan gynnwys atig, siediau a gerddi) o'r eiddo. Bydd unrhyw eitemau sy'n cael eu gadael yn yr eiddo yn cael eu gwaredu gan CCG a gall CCG godi ad-daliad ar gyfer hyn.

Beth ddylwn ei wneud gydag anifeiliaid anwes sydd wedi eu gadael yn yr eiddo?

Gallwch gysylltu gyda'r RSPCA am fwy o wybodaeth am beth i'w wneud gydag anifeiliaid anwes sy'n cael eu gadael ar ôl i denant farw.

Rhestr Wirio

Rydym wedi paratoi rhestr wirio fer o'r pethau sydd angen eu hystyried ar ôl i denant farw.

- Cloi bob drws a phob ffenest
- Gyrru llythyr at CCG i ddweud am y farwolaeth gan gynnwys y dystysgrif marwolaeth
- Dweud wrth adran Budd-dal Tai Cyngor Gwynedd am y farwolaeth
- Diffoddwch y cyflenwad dŵr
- Clirio unrhyw eitemau a charpedi o'r eiddo gan gynnwys atig, siediau a gerddi
- Darllenwch y mesurydd nwy a thrydan er mwyn rhoi darlenniadau terfynol i gwmnïau
- Ail gyfeirio post
- Terfynu tenantiaeth modurdy os yn berthnasol a dychwelyd pob gorïad
- Dychwelyd pob gorïad at CCG gan gynnwys; gorïadau, ffobiau, gorïadau cymunedol, cypyrddau storio

Archwiliad cyn terfynu:

Os yw'n bosib, mae angen trefnu amser sy'n gyfleus i chi er mwyn cynnal archwiliad cyn terfynu. Bydd hyn yn gyfle i chi siarad gyda ni am unrhyw broblemau neu bryderon sydd gennych.

Mae croeso i chi gysylltu gyda'r adran Gosod ar 0300 123 8084 os byddwch angen gwybodaeth bellach.

Dyma enghreifftiau o rhai gwefannau a gall fod yn ddefnyddiol:

- Cyngor Gwynedd (www.gwynedd.gov.uk)
- Cefnogaeth mewn galar (www.nhs.uk/livewell/bereavement)
- Antur Waunfawr (www.anturwaunfawr.org)
- Age Cymru (www.ageuk.org.uk/cymru)
- Seren (www.serencyf.org)
- RSPCA (www.rspca.org.uk)

Am fwy o wybodaeth

Am fwy o wybodaeth am unrhyw beth ar y daflen hon, cysylltwch gyda ni ar **0300 123 8084** neu yhmholiadau@ccgwynedd.org.uk / www.ccgwynedd.org

Os hoffech gael y daflen hon mewn fformat gwahanol, fel llythrennau bras neu mewn iaith arall, cysylltwch â ni ar 0300 123 8084.



CARTREFI CYMUNEDOL
GWYNEDD

FACT SHEET

Death of a tenant

COPING WITH THE DEATH OF A FAMILY MEMBER OR FRIEND IS NEVER EASY, AND THERE ARE MANY THINGS TO BE CONSIDERED. THIS SHEET HAS BEEN PREPARED TO TRY AND HELP YOU THROUGH THIS DIFFICULT TIME, BY OUTLINING WHAT YOU NEED TO DO WHEN A CARTREFI CYMUNEDOL GWYNEDD (CCG) TENANT DIES.

What to do if a tenant dies?

You should tell CCG about the tenant's death as soon as possible. You can do this by phoning 0300 123 8084 and asking to speak with the Allocations Department. They will also ask you to confirm this in a letter along with the Death Certificate. You should send the letter to:

**Cartrefi Cymunedol Gwynedd
PO BOX 206
Bangor
Gwynedd
LL57 9DS**

Did the tenant share their home?

If they did, that person may have succession rights to the property. For more information about succession, please see our 'Succession of Tenancy - Fact Sheet' or contact our Tenancy Services for an informal discussion as soon as you can.

How to end a tenancy?

A tenancy does not automatically end when a tenant dies. This means that rent will still be due on the property following the death of the tenant until the tenancy has ended.

To end the tenancy you must:

- Confirm the death of the tenant by letter. This letter should include the tenant's name, address, and date of death. Also include your name, address, contact number and your relation to the tenant.
- CCG needs a copy of the death certificate when it is available.
- You must return all keys and fobs related to the property to your nearest CCG area office. If the property was a sheltered property, there will be three 'suited' keys to return. Not returning these keys may result in a recharge.
- Inform CCG if there is a lifeline at the property (as this may need to be removed).

Please note:

- If the tenant is a tenant of a CCG garage, to end the tenancy we will need a letter confirming the tenant's death including the garage details.
- You must return the garage keys to the nearest CCG office.

What happens with the rent?

- The rent will still be due on the property following the death of the tenant until the tenancy has ended.

Continues >>



FACT SHEET

Death of a tenant

- The rent will need to be paid as well as any arrears from the deceased tenant's estate. Please contact the Rent and Income department to talk about this.
- If the tenant was claiming Housing Benefit, the benefits will end on the Sunday after the tenants death (unless the tenant dies on a Sunday, then their Housing Benefits will end on that day).

What should I do with the items left at the property?

- All furniture, personal belongings, appliances, rubbish and carpets (including loft area, outhouses and gardens) will need to be cleared from the property. Any items left at the property that will need to be removed by CCG may be recharged.

What to do with any pets left at the property?

You can contact the RSPCA for more information about what to do with pets that are left following a death of a tenant.

Checklist

We have prepared a short checklist of things that need to be considered following the death of a tenant.

- Lock up all doors and windows
- A letter should be sent to CCG to tell us about the death including the death certificate
- Remember to tell the Housing Benefit department at Gwynedd Council of the death
- Turn off the water supply
- The property including loft area, outhouses and gardens, should be cleared of all belongings and carpets
- Read gas and electricity meters to provide companies with final reading
- Re-direct post
- If relevant, terminate the garage tenancy and return the keys
- Return all keys to CCG including; keys, fobs, communal keys, store cupboards

Pre-termination inspection:

If possible, we would like to arrange a time that is convenient for you to carry out a pre-termination inspection. This will also be a chance for you to talk to us about any issues or concerns you may have.

Do not hesitate to contact our Allocations department on 0300 123 8084 if you need any further information.

Here are some websites you may find useful:

- Gwynedd Council (www.gwynedd.gov.uk)
- Bereavement Support (www.nhs.uk/livewell/bereavement)
- Antur Waunfawr (www.anturwaunfawr.org)
- Age Cymru (www.ageuk.org.uk/cymru)
- Seren (www.serencyf.org)
- RSPCA (www.rspca.org.uk)

For more information

For more information about anything included in this leaflet, please contact us on **0300 123 8084** or enquiries@ccgwynedd.org.uk / www.ccgwynedd.org

If you would like to receive this leaflet in a different format, such as Braille, large text or in another language, contact us on 0300 123 8084.

