

## Contact Deceased Resident's Representative to Handle Estate

You can either hand-deliver the following letter when a relative of the deceased visits the site or send it by regular mail to the deceased resident's emergency contact. If no one is listed, but you learn the name of a relative of the deceased resident, send it to that person. Otherwise, you'll have to contact your local public administrator.

If access authorization hasn't been determined, your letter should instruct the representative to seek authorization from the local authorities. Your letter should advise that the representative will be able to access the unit and remove the deceased resident's belongings only after he obtains access authorization.

In addition, your letter should advise the representative that if additional time is needed after the statutorily imposed time limit, you will charge the allowable rent.

[Insert date]

[Insert name and address of representative]

Dear [Insert name]:

As site manager, I am writing to express my condolences to you on the passing of [insert name of resident].

This letter states our site's policies regarding units that have become vacant as a result of a resident's passing. These policies include:

- Access to the unit;
- Rent and other charges arising after a resident's death; and
- Property left in the unit that a representative of the deceased wishes to have removed.

I would like to work with you on these matters consistent with my responsibility to provide affordable housing to others at the site. For this purpose, I am outlining the initial steps you will want to take:

- 1. Authorization.** In order to handle matters related to the deceased's unit, you must get authorization from the local police department [insert tel. #].
- 2. Rent.** As the person authorized by the police department to act on behalf of the deceased, you are obligated to pay rent for the use and occupancy of the unit beyond the initial [insert # of days allowed by state law] days after the resident's death. Use and occupancy include leaving the deceased's belongings in the unit for more than [insert # of days allowed by state law] days after the resident's death. In order to remove the property, please contact me at [insert address and tel. #], and I will provide you with access to the unit when you show me authorization from the local police department.
- 3. Property.** There will be no charge for storing the deceased's property in the unit for the first [insert # of days allowed by state law], in accordance with our site rules. However, if you do not remove the property within [insert # of days allowed by state law] days from [insert date of death, if known, or date of discovery of resident's body], we shall consider the property to be abandoned. At that point, we have the option of selling or otherwise disposing of the property, or destroying it if the cost of conducting a sale would be greater than the amount to be realized from a sale.

The resident's belongings will remain in the unit for [insert # of days allowed by state law] days. Please make arrangements with our office to remove them within [insert # of days allowed by state law] days.

These policies may not be modified except in a written document signed by the authorized representative of the deceased resident and of the site.

We expect to hear from you shortly, and look forward to working with you.

Yours truly,  
John Manager