DECEASED RESIDENT

POLICY

# Purpose

The Housing Authority of the City of Cumberland and the Cumberland Housing Alliance, Inc., hereafter known collectively as Cumberland Housing, takes every effort feasible to protect the belongings, dignity and assets of residents who live alone in our developments and have died.

# Death within the Unit

When a resident, living alone, is found to have died in their unit, the staff person discovering or upon being notified of that situation, shall promptly:

1. Notify the Cumberland Police Department by 911 (if not already present).
2. Notify the Maintenance Supervisor/Designee and the Project Manager. Upon such notification, the Property Manager, Maintenance Supervisor or Designee shall promptly remain in or at the unit until police personnel have left the premise and released it back to Cumberland Housing.

**Securing the Unit**

Cumberland Housing maintains special lock enclosures which cover the key lock and prevent any keys from being used. These locks are used at John F. Kennedy and Queen City Tower which prevent unauthorized entry into the deceased’s unit. The Maintenance Department or Property Manager is responsible for the installation of such locks and shall perform such service immediately upon notification of the death of a resident living alone. The placement of this lock is not chargeable to the deceased’s account. The Property Manager will control the keys for the lock.

In other developments, the Maintenance Department is to change the locks on the doors to the deceased’s unit (if living alone) until such time as the unit is released to the proper Personal Representative.

**Release of the Unit**

The Project Manager shall check the tenant records for the name of the next of kin of the deceased or the name of the person other than next of kin who the deceased has designated to be notified in the event of his/her death and shall immediately call or otherwise notify such designated person.

Within five (5) days, the Project Manager shall request the contact person so notified to present to the Housing Authority, at the earliest possible date, documentation of appointment (Letter of Administration) as Personal Representative for the deceased. At such time the security lock will be removed and the keys to the unit provided to the named person if they don’t already have them.

In the event that there is no person designated, or in the event that such person is unavailable or unwilling to act on behalf of the deceased resident, the Project Manager shall continue to prevent access to the unit by anyone other than a person who has been appointed Personal Representative of the decedent by the Register of Wills.

**Removal of Belongings**

The tenants Personal Representative will have 15 days in which to remove the tenant’s belongings, clean the unit and return the keys to the Property Manager.

**Collection of Debt**

If, within thirty (30) days after the death of a resident, a relative or other person is not appointed Personal Representative of the resident, and if the Housing Authority is eligible to act by reason of a debt due it from the resident or the resident’s estate, the Executive Director (or his/her designee) shall instruct its Attorney, who is appointed by the Housing Authority Board of Commissioners to act in such matters, to obtain Letters of Administration on such resident’s estate.

The Executive Director/Designee shall accomplish the appointment of the Attorney to act as agent for the Housing Authority as follows:

1. Prepare Letter of Appointment
2. Attach copy of the Board of Commissioner’s Resolution that appoints the agent for the Housing Authority is such matter.

**Emergency Notification**

To Whom It May Concern:

I have named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the person to contact in case of my death or other serious emergency. This person can be reached

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number Work Number Cellular Phone Number

I have chosen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Funeral Home to handle my arrangements in case of my death.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

**This form must be notarized to be considered valid**

Sworn and subscribed to before me this \_\_\_\_\_\_ date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

My Commission Expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SEAL)

Note:

If there is no other adult on the lease, a security lock will be installed on your door or your locks will be changed.

This form only allows the above name individual(s) to enter your apartment escorted by Cumberland Housing to obtain items for your funeral.

In order for someone to have other access to your unit after you are deceased, someone will have to go to the Register of Wills Office to be appointed as the Personal Representative and retrieve a Letter of Administration. Once this document is obtained, they may bring the information to the Housing Authority Office, and the security lock will be removed.