

## **DRAFT TEXT TO INFORM INSURANCE COMPANY OF PROPERTY BEING VACANT**

Make sure to request verification that the insurance company received notification

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I am writing to inform you as the executor of the estate of [Deceased's Name], who passed away on [Date of Death]. In accordance with my duties, I must notify you that the property located at [Property Address] is currently vacant.

The property has been left unoccupied after the passing of [Deceased's Name]. As per the requirements of our homeowners insurance policy, it is crucial to inform you about this change in occupancy status. The property is being maintained and monitored regularly to ensure its security and upkeep during this vacancy period.

Additionally, we are in the process of preparing the property for sale. We anticipate that these preparations will be completed by [Expected Completion Date], after which the property will be listed for sale.

Please acknowledge receiving this email. Please advise if any specific requirements or adjustments are needed for the homeowner's insurance coverage during this vacancy period and while the property is being sold.

Please do not hesitate to let me know if any forms or additional information are required from my end.

Thank you for your attention to this matter. I look forward to your prompt response and guidance.

*While the information on this site may discuss legal issues, it is not intended as legal advice or as a substitute for the particularized advice of your own counsel. Consult your lawyer, I am not an attorney licensed to practice law and may not give legal advice or accept fees for legal advice.*