



Colchester
Borough
Homes

Our services for you...

Ending a Tenancy following the Death of a Tenant

This information is to assist in dealing with the end of a tenancy following the death of the tenant. If you need further assistance please contact a Community Housing officer who will visit or contact you to provide further advice and support.

Succession of the tenancy

When a tenant dies a close relative who has lived with the tenant for the previous 12 months may be entitled to succeed the tenancy. The law only allows one succession to one person. For tenancies that started after April 2012 only the spouse can succeed. A tenancy cannot be passed down in a will.

It is not always possible to succeed a tenancy. If a person can succeed, they may be required to move to other accommodation if, for example, the property has special adaptations or would be too large for their needs.

Ending the tenancy

If a tenant dies and no one is qualified to succeed, the tenancy must be legally brought to an end by four weeks' notice to end the tenancy from:

- The Executor, if there is a will.
- The Administrator or next of kin, if there is no will.

We can provide you with an appropriate form on request. We would like to see the death certificate.

If there is no will, administrator or relative we will give notice to the Public Trust office to bring the tenancy to an end.

Rent

Rent will be due to the end of the tenancy, but any Housing Benefit or Supporting People grant will end on the Sunday following the tenant's death. We will notify Housing Benefit, Supporting People and Council Tax offices of the date of the tenant's death.

To assist we will allow one rent free week. If more than four weeks are needed to return the property please let us know and we may

be able to help, but please be aware that the rent will still need to be paid. If the keys are returned earlier than the four weeks we may accept a surrender of the tenancy and end the tenancy early to prevent further rent charges.

Any arrears remaining on the rent account will be asked for from the deceased's estate – if there are no funds available in the estate, please confirm this to us in writing to avoid unnecessary contact.

Return of the keys

Please hand in all keys to the Local Housing Office at Greenstead and ask for a receipt to keep as proof.

Removal of belongings

At the end of the tenancy the property should be cleared of all belongings.

The following information may assist:

Colchester Borough Council

Benefits  **01206 282300**

Bulky Refuse Collection

 **01206 282700**

Colchester Furniture Project –

collection by arrangement

 **01206 543438**

Emmaus – Free collection of re-usable furniture within Colchester area

 **01206 768887**

St Helena Hospice

 **01206 845566**

The April Centre – goods collected by arrangement


 **01206 500510**

Helpful Information


British Heart Foundation

 **0844 499 4145**


CRUSE Bereavement Care

 **01206 363008**

National Association of

Widows  **0845 8382261**


Benefits Agency Freephone

 **0800 88 22 00**

Registrar (Births, Deaths and

Marriages) Stanwell House,

Stanwell Street, Colchester,

CO2 7DL  **0845 6037632**

Probate Registry (will be dealt with at Ipswich office)
Ground Floor, 8 Arcade Street,
Ipswich, IP1 1EJ

 **01473 284260**



Comments, compliments and complaints:

We welcome comments, compliments, complaints and suggestions.

01206 506706

You may write to us at **FREPOST COLCHESTER BOROUGH HOMES**

For more information: If you have any concerns about the communal areas where you live please visit our website at

www.cbhomes.org.uk



www.cbhomes.org.uk



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