



Ending a tenancy after the death of a tenant

Details of the deceased person

Name.

Address.

Date of Death.

Please provide in addition a copy of the death certificate when available

Next of Kin/Executor of the Estate

Name

Address

Telephone Number

Date of termination.

(Date given must always be a Monday, 4 weeks' notice is required)

ANY ARREARS LEFT AFTER THE DEATH OF THE ABOVE TENANT WILL BE CLAIMED FROM THE DECEASED'S ESTATE.

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

If you have any good quality furniture that may be recycled, please see overleaf for charity organisations who will collect furniture free of charge.

Signed

Signed

Please email this completed form to lettings.admin@cbhomes.org.uk

☎ (01206) 282514

**Or post to the Greenstead Local Housing Office (proof of postage is recommended)
Keys should be returned to Colchester Borough Homes at the address below
by 12 noon on the last day of the tenancy.**

**Colchester Borough Homes
The Greenstead Local Housing Office
Hawthorn Avenue
Colchester
CO2 8BP**

Furniture Projects

If you have good quality furniture you no longer require, these charities may be able to collect the furniture for recycling.

SHAKE / Colchester Furniture Project

25 St Botolphs Street
Colchester, CO2 7EA

Telephone 01206 543438

Collections: certain restrictions apply as to what can be collected – please telephone to discuss.
Collection is by arrangement only.

Emmaus

175 Magdalen Street
Colchester, CO2 7DT

Telephone 01206 541616

Collections are free within the Colchester area. There is a charge for delivery.
Please phone to discuss.

Please note these are charity organisations – payment will not be made for any items you may offer.