



Ending a tenancy after the death of a tenant



Details of the deceased person

Name

Address

Date of Death

Please provide 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. Four weeks notice is required)

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

I/We give Colchester Borough Council permission to dispose of any goods that are left at the property after the termination date.

If you have any good quality furniture that may be recycled, please see overleaf for charity organisations.

Signed

Signed

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

Alternatively completed forms can be posted to The Greenstead Local Housing Office, Hawthorn Avenue, Colchester, CO4 3QE (proof of postage is recommended).

Our contact telephone number is **01206 282514**

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 Botolph's 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.