

**HOUSING SERVICES
NOTICE TO TERMINATE A TENANCY**

To be completed by the Executors of the estate on the death of a Tenant

Only one week's notice will be required although more can be taken if necessary. Please note that rent is still due for the period of time between the date of death and the keys being returned. If Housing Benefit is being paid then this will cease on the Sunday following the date of death.

Name of deceased:	
Address of deceased:	
Date of Death:	
Name and Address Of the Executors of the Estate	
Telephone Number	

The keys for the property will be returned to North Yorkshire Council on before 12 noon.

I (Exor of the estate) wish to terminate the above tenancy with effect from Monday

As the executor I am entitled to deal with the estate of the above named and know of no reason why I would not be entitled to grant of Probate/Letters of Administration.

I also understand that any contents left in the property will be disposed of by the Council and that the cost of disposal will be recharged to the estate of the above named.

Signature Date

Please return this form, along with proof that you are an executor or administrator of the estate, to:

**North Yorkshire Council, Civic Centre, Doncaster Road, Selby
YO8 9FT**

Authority to Dispose of Furniture and Effects

I authorise North Yorkshire Council to dispose of any furniture and effects left in the property. I understand that a charge will be made for this service.

Signed

The Executor, Administrator of the late

..... (The Tenant)

Name and address of next of kin

.....

Additional Information

Services to the home

Who supplies the following services to the property?

Gas

.....

Electricity

.....

Telephone

.....

Council Garage

Are you aware if the deceased rented a garage from North Yorkshire Council?

Yes No (Please circle)

If you answered yes, please state the address of the garage (If known)

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If not can you confirm if you wish these belongings to be disposed of along with any belongings left in the property?

Yes No (Please circle)

Please return to North Yorkshire Council, Civic Centre, Doncaster Road, Selby YO8 9FT