

Mr Simon Cordell
23 Byron Terrace
London
N9 7DG

Please reply to: Georgina Solan
The Edmonton Centre
36 – 44 South Mall
Edmonton Green
N9 0TN

Email: Georgina.Solan@enfield.gov.uk

Phone: 0204 534 2653

Date: 19/05/2026

Dear Mr Simon Cordell

Re: Miss Lorraine Cordell – 23 Byron Terrace, Edmonton, London, N9 7DG

I write to offer my sincere condolences at your sad loss.

I have to point out our obligation as landlord of the property and am very sorry that I have to serve a Notice to Quit soon after the death of Miss Lorraine Cordell, but this is necessary in order to formally end the tenancy.

In line with the regulations, we have to serve a Notice to Quit on the Personal Representative of the deceased tenant. Please find attached a copy of the said notice.

Alternatively, the next of kin of the deceased tenant can complete a Termination Form and return it to this office with the keys. Please find enclosed a copy of the form. You will need to ensure that a copy of the death certificate is enclosed as we cannot act on the form without this document.

Please note that any Housing Benefit paid to the rent account ceases on the Sunday following the death of the tenant as per Government legislation.

This means that full rent will be charged from the Monday following the date of death to the rent account until the surrender form and the keys are returned to this office. If you are still arranging clearance of the property, please note that the keys should be returned to this office within 2 weeks of the date of death of the tenant.

If the keys are retained for longer than 2 weeks, an account for 'use and occupation' of the property will be set up and the next of kin may be held responsible for any arrears, and associated costs, that accrue.

Joanne Drew
Strategic Director of Housing and Regeneration
Enfield Council
Civic Centre, Silver Street
Enfield EN1 3XY
www.enfield.gov.uk

If you have any queries regarding this or would like to discuss the matter further, please contact me via the contact details stated at the top of this letter.

Thank you for your assistance at this sad time.

Yours sincerely

Tenancy Management Officer
Tenancy Management Team

Edmonton Centre
36-44 South Mall
Edmonton
N9 0TN

LONDON BOROUGH OF ENFIELD

NOTICE TO QUIT

To: *The Personal Representatives of the late Miss Lorraine Cordell*
23 Byron Terrace, Edmonton, London, N9 7DG

On behalf of the Council of the London Borough of Enfield, I hereby give you Notice to Quit and deliver up to the Council or to whom they may appoint possession of the dwelling and premises known as **23 Byron Terrace, Edmonton, London, N9 7DG on Sunday 21 June 2026** or on such date (if any) as may be the end of the week of the tenancy which will expire next after the expiration of four weeks from the service of this notice.

YOUR ATTENTION IS DRAWN TO THE PRESCRIBED INFORMATION SET OUT BELOW.

PRESCRIBED INFORMATION

1. If the tenant or licensee does not leave the dwelling, the landlord or licensor must get an order for possession from the court before the tenant or licensee can lawfully be evicted. The landlord or licensor cannot apply for such an order before the notice to quit or notice to determine has run out.
2. A tenant or licensee who does not know if he has any right to remain in possession after a notice to quit or a notice to determine runs out can obtain advice from a solicitor. Help with all or part of the cost of legal advice and assistance may be available under the Legal Aid Scheme. He should also be able to obtain information from a Citizen's Advice Bureau, a Housing Aid Centre or a rent officer.

DATED this 19.05.2026

EAddo

Neighbourhood Team Manager
Enfield Council