



APPENDIX A

S103 Housing Act 1985 Preliminary Notice of Variation

To: Council Tenant

PROPOSED CHANGES TO YOUR TENANCY AGREEMENT

There is nothing to worry about. We are proposing changes to the tenancy to bring it up to date. This Notice is the first step towards changing it, and we would like to give you the opportunity to give us your views on it.

We enclose:

- A summary of proposed changes
- A copy of the draft tenancy agreement
- A feedback form
- A pre-paid envelope

You can tell us what you think using the feedback form. You can do this yourself and return it in the pre-paid envelope

If you need the documents in a different format, or need help to understand them, please contact us. If you need help completing the form, we can help you over the phone or in person at one of our offices. If you are a sheltered housing tenant, please ask your scheme manager.

ABOUT THIS NOTICE

This is a formal Notice about the proposed changes to your tenancy agreement. The tenancy agreement is the contract that you signed when we gave you the keys to your house. The agreement is very important because it is a legally binding contract that sets out our responsibilities to you as your landlord, and your responsibilities and rights as our tenant.

Generally the issues covered by the draft tenancy agreement are the same as the issues covered by your current agreement. It is more comprehensive. For example we have made sure it is up to date with legal changes, such as new laws about Anti-Social Behaviour.

It is also important that the agreement is easier to understand, and is easier to read and refer to when you need to. To enable us to achieve this, we have changed the layout and the format, and a large number of the clauses are worded in a new way. We have numbered each of the clauses so that they can be referred to easily.

RESPONSE

We need to receive your comments by *****. All comments will be considered to help us to finalise the agreement. When we have made the final changes which have arisen from our consultation with you, we will send you the final agreement with a Notice which varies your tenancy. This means that the new terms and conditions will apply to you and to us.

Signed:

Date: