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## **NOTICE SEEKING POSSESSION OF A PROPERTY LET ON AN ASSURED SHORTHOLD TENANCY**

This notice is the first step towards requiring you to give possession of your home. You should read it very carefully.

If you need to find out about this Notice and what you should do about it, take it as quickly as possible to any of the following:

A Citizens Advice Bureau.  
A Housing Aid Centre.  
A Law Centre.  
Or a Solicitor.

You may be able to get Public Funding, but this will depend on your personal circumstances.

**1.** TO: *[Insert name of tenant or tenants]*

**2.** Your Landlord intends to apply to the court for an Order requiring you to give up possession of: *[Insert full address of property]*.

If you have an Assured Shorthold Tenancy and the period of your tenancy has not come to an end, your Landlord must get an Order for Possession from the court on one of the grounds 2, 8, 10, 11, 12, 13, 14, 14A, 15 or 17 of Schedule 2 of the Housing Act 1988. If the period of your tenancy has come to an end your Landlord cannot use this Notice but must serve you with a Section 21 Notice.

If you are willing to give up possession of your home without a court order, you should tell the person who signed this Notice as soon as possible and say when you can leave.

**Sample document – the remaining are clause headings only  
Full document contains all clauses**

**3.**

**4.**

**5.**

After the date shown in paragraph 5 above court proceedings may be begun at once but not later than 12 months from the date this Notice is served. After this time the Notice will elapse and a new Notice must be served before possession can be sought.

LANDLORD:

SIGNED by the Landlord: \_\_\_\_\_

Name of the Landlord: *[Insert Landlord's name]*

Address of the Landlord: *[Insert Landlord's address]*

Landlord Telephone Number: *[Insert number where Landlord can be contacted]*

LANDLORD AGENT:

If signed by an Agent on behalf of the Landlord give name and address of the Agent.

Name of the Agent: *[Insert Agent's name]*

Address of the Agent: *[Insert Agent's address]*

Agent's Telephone Number: *[Insert number where Agent can be contacted]*

**This Notice is dated: *[Insert date of notice]***

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