Name
Address

LEICESTERSHIRE
LE11

18 March 2022

Southfield Road, Loughborough,
Leicestershire, LE11 2TT
Direct line: 01509 634666
Email:
tenagreement.consultation@charnwood.gov.uk

Dear **<<Salutation>>**

<<PROPERTY ADDRESS>>

SECTION 103 HOUSING ACT 1985:
LANDLORD'S PRELIMINARY NOTICE OF VARIATION OF TENANCY TERMS

This preliminary notice of variation sets out changes Charnwood Borough Council intends to make to its introductory/secure tenancy agreement. The reasons for making the proposed changes are:

- The current tenancy agreement has been in use since 2010 and it now needs updating as a result of changes in the law, regulation and general accepted good practice;

- The proposed new tenancy agreement is a completely new, re-written document and is now set out in clearly-headed sections based on rights and responsibilities rather than on subject areas. We believe that this will make the tenancy agreement easier to read and understand;

By law we are required to consult you on the proposed new tenancy agreement since once the consultation has been completed this will become your new tenancy agreement, subject to any further changes we make as a result of consulting you.

Please do not sign and return the enclosed draft new tenancy agreement.

This preliminary notice of variation and draft tenancy agreement are served in accordance with section 103 of the Housing Act 1985 because the council intends to serve a notice of variation to change the terms of your tenancy agreement. This notice of variation will be served after the consultation period.

Data protection
For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our privacy notice www.charnwood.gov.uk/privacynotice.

Proposed timetable for change

We are inviting comments on the proposed new tenancy agreement by **noon on Monday 11 April 2022**.

Following consultation we will consider all the comments we receive and may make changes to the draft tenancy agreement that you have been sent as a result of those comments. We expect that you will be bound by the new tenancy agreement and its terms from Monday, 23 May 2022 but will confirm this in our notice of variation.

How to respond to this preliminary notice of variation:

To respond to the preliminary notice you can complete the enclosed preliminary notice feedback form and return it to:

Charnwood Borough Council Landlord Services
Southfield Road
Loughborough
Leicestershire
LE11 2TT

Or you can provide your feedback by completing the online form at:
www.charnwood.gov.uk/tenagtconsultations

Alternatively you may e-mail your comments to us at:
tenagreement.consultation@charnwood.gov.uk

The proposed new tenancy agreement is very different from the existing one and so, in addition to the enclosed new agreement itself, we are enclosing two documents that we hope will help you to understand the differences.

The first document is entitled '**COMPARISON BETWEEN THE EXISTING AND THE PROPOSED NEW TENANCY AGREEMENTS**'. This is a detailed, section-by-section guide, cross-referencing the sections in the existing agreement with the sections in the new agreement and *vice versa*. This should be used in conjunction with the old and new agreements, copies of which can be seen from the following internet link:

www.charnwood.gov.uk/tenancyagreements

The second document is entitled '**CHARNWOOD BOROUGH COUNCIL'S DRAFT NEW TENANCY AGREEMENT – WHAT'S NEW AND WHAT'S CHANGED?'**. This highlights the main changes we are proposing in the new agreement.

Yours sincerely

Andrew Staton
Landlord Services Manager

Encs

CHARNWOOD BOROUGH COUNCIL

PROPOSED NEW TENANCY AGREEMENT CONSULTATION RESPONSE FEEDBACK FORM

Please write down your comments against any sections of the tenancy agreement on which you wish to comment or make suggestions for changes.

Section number in the proposed new tenancy agreement	Your comments

Please return this to:

Andrew Staton
Landlord Services Manager
Charnwood Borough Council
Southfield Road
LOUGHBOROUGH
LEICESTERSHIRE
LE11 2TT

Or e-mail this to:

tenagreement.consultation@charnwood.gov.uk

Optional – please include your name and address below if you wish

Name	
Address	
Postcode	
E-mail address	