

SERVICE AND VALIDITY CHECKLIST

Fault-Based Notice (Wales)

Purpose: Use this checklist to verify your fault-based breach notice was served correctly under the Renting Homes (Wales) Act 2016. Keep this checklist with your evidence file.

1 Notice Details

Landlord:	Mr Smith
Landlord Address:	1 Downing Street, London, SW1 1AA
Contract-Holder:	Mrs Smith
Property Address:	2 High Street, London, SW2 2AA
Contract Start Date:	14 July 2025
Notice Service Date:	25 January 2026

2 Service Evidence Checklist

Evidence of Service

Confirm you have collected and retained the following evidence of service:

- ☐ Original signed fault-based breach notice
- ☐ Copy of the notice served to contract-holder
- ☐ Date and time of service recorded
- ☐ Method of service documented (hand delivery / first class post / recorded delivery)
- ☐ Proof of service:
 - If hand delivered: Photo of letterbox with notice visible, witness statement
 - If posted: Proof of postage receipt (Royal Mail certificate of posting)
 - If recorded delivery: Tracking number and delivery confirmation
- ☐ Witness details recorded (name, address, signature) if applicable
- ☐ Any correspondence from contract-holder acknowledging receipt
- ☐ Evidence of the breach (photos, rent statements, correspondence, etc.)

Keep All Evidence

You must prove both service of the notice and the breach itself. Document everything thoroughly.

3 Validity Requirements

Notice Validity (Renting Homes (Wales) Act 2016)

Verify your notice meets these validity requirements:

- ☐ Notice is in writing and contains required information (landlord, contract-holder, property address)
- ☐ Notice clearly states the breach or ground for possession
- ☐ Breach details provided with sufficient particulars
- ☐ Contract is a standard occupation contract (not secure or prohibited)
- ☐ Appropriate notice period given:
 - Rent arrears (serious breach): 14 days minimum
 - Anti-social behaviour (serious breach): 14 days minimum
 - Other breaches: Check specific section requirements
- ☐ Notice signed and dated by landlord or landlord's agent
- ☐ Landlord is registered with Rent Smart Wales (legally required)

CRITICAL WALES-SPECIFIC REQUIREMENTS

- You must be registered with Rent Smart Wales - unlicensed landlords cannot serve valid notices
- The breach must be genuine and provable with evidence
- Notice period varies by breach type - ensure you've given sufficient notice
- For serious breaches (rent arrears, ASB), 14 days notice is typically required
- Court will assess reasonableness - ensure breach is substantial

4 After Service

Post-Service Actions

- ☐ Wait until notice period has expired
- ☐ Do not change locks or remove contract-holder belongings (illegal eviction)
- ☐ Do not harass contract-holder or cut off utilities
- ☐ Continue documenting the breach if it persists
- ☐ If contract-holder remains after notice expires, apply to court for possession order
- ☐ Keep proof of service, breach evidence, and Rent Smart Wales registration readily accessible for court

Rent Smart Wales: All landlords in Wales must be registered

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