

SERVICE AND VALIDITY CHECKLIST

Section 21 Notice

Purpose: Use this checklist to verify your Section 21 notice was served correctly and meets all validity requirements. Keep this checklist with your evidence file.

1 Notice Details

Landlord:	Mr Smith
Landlord Address:	10 Downing Street, London, SW1A 2AA
Tenant:	Mrs Smith
Property Address:	10 Downing Street, London, SW1A 2AA
Tenancy Start Date:	14 July 2025
Notice Service Date:	10 February 2026
Possession Date:	14 July 2026

2 Service Evidence Checklist

Evidence of Service

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

- ☐ Original signed Section 21 notice (Form 6A)
- ☐ Copy of the notice served to tenant
- ☐ 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 from Royal Mail
 - If recorded delivery: Tracking number and delivery confirmation
- ☐ Witness details recorded (name, address, signature) if applicable
- ☐ Any correspondence from tenant acknowledging receipt

Keep All Evidence

You must prove service in court. Section 21 accelerated procedure requires clear evidence - without it, your claim will be rejected.

3 Validity Requirements

Notice Validity (Housing Act 1988, Section 21)

Verify your notice meets these critical validity requirements:

- ☐ Notice uses correct form (Form 6A for AST tenancies)
- ☐ All mandatory fields completed (landlord name/address, tenant name, property address)
- ☐ Notice gives at least two months notice
- ☐ Possession date is end of a tenancy period or later
- ☐ Notice not served in first 4 months of tenancy (or first 6 months if deposit recently protected)
- ☐ Fixed term: Notice served during last 2 months of fixed term, or after fixed term ended
- ☐ Notice signed and dated by landlord or landlord's agent

CRITICAL PRE-SERVICE COMPLIANCE

Section 21 is invalid if these were not met BEFORE serving notice:

- Deposit protected in approved scheme (DPS, TDS, MyDeposits) within 30 days
- Prescribed information given to tenant within 30 days of receiving deposit
- Gas safety certificate provided (if property has gas appliances)
- Energy Performance Certificate (EPC) provided with rating E or above
- "How to Rent" guide provided (latest version from gov.uk)
- Property licensed if licensing required (selective/HMO licensing)

4 After Service

Post-Service Actions

- ☐ Wait until the date in section 2 has passed: **14 July 2026**
 - ☐ Do not change locks or remove tenant belongings (illegal eviction)
 - ☐ Do not harass tenant or cut off utilities
 - ☐ If tenant remains after possession date, apply to court using Form N5B (accelerated) or Form N5 (standard)
 - ☐ Keep proof of service and all compliance evidence readily accessible for court
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Legal Basis: Housing Act 1988, Section 21 (as amended by Deregulation Act 2015)

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