

# 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:** Tariq Mohammed

**Landlord Address:** 35 Woodhall Park Avenue Pudsey LS28 7HF

**Tenant:** Sonia Shezadi

**Property Address:** 16 Waterloo Road`` Pudsey LS28 7PW

**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

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### 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)

**Generated:** 3 February 2026

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