

# SERVICE AND VALIDITY CHECKLIST

## Section 8 Notice

### Important

Landlord Heaven provides document generation and general information only. We are not a law firm and do not provide legal advice. Court outcomes depend on your evidence, service, and the facts of the case.

**Purpose:** Use this checklist to verify your Section 8 notice was served correctly and meets all validity requirements. Keep this checklist with your evidence file.

### 1 Notice Details

<b>Landlord:</b>	Mr Smith
<b>Landlord Address:</b>	10 Downing Street, London, SW1A 2AA.
<b>Tenant:</b>	Mrs Smith
<b>Property Address:</b>	16 Waterloo Road Pudsey LS28 7PW
<b>Tenancy Start Date:</b>	14 August 2025
<b>Notice Service Date:</b>	6 February 2026
<b>Earliest Possession Date:</b>	20 February 2026
<b>Grounds:</b>	Ground 8 – Serious rent arrears (8 weeks/2 months)

## 2 Service Evidence Checklist

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### Evidence of Service

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

- Original signed Section 8 notice (Form 3)
- 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. Without clear evidence, your claim may be dismissed even if the notice is otherwise valid.

### 3 Validity Requirements

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#### Notice Validity (Housing Act 1988, Section 8)

Verify your notice meets these validity requirements:

- Notice uses correct form (Form 3 or substantially similar)
- All mandatory fields completed (landlord name/address, tenant name, property address)
- Ground(s) for possession clearly stated with particulars
- Notice period is sufficient for the grounds claimed:
  - **60 days (2 months) minimum:** Grounds 1, 2, 5, 6, 7, 9, 10, 11, 16
  - **14 days (2 weeks) minimum:** Grounds 3, 4, 7A, 7B, 8, 12, 13, 14, 14ZA, 15, 17
  - **Immediate (0 days):** Ground 14A (domestic violence), Ground 14 (serious ASB only)
  - **Mixed grounds:** Use the MAXIMUM notice period required among all grounds claimed
- Fixed term tenancy: Notice only valid if tenancy agreement allows possession during fixed term, or fixed term has ended
- Notice signed and dated by landlord or landlord's agent
- Mandatory ground claimed: If the ground is fully proven at the hearing, the court must generally grant possession. Note: Some mandatory grounds (e.g., Grounds 1-7) require prior written notice to the tenant before/at the start of the tenancy.

### 4 After Service

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#### Post-Service Actions

- Wait until possession date has passed: **20 February 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 N5 (standard possession claim)
- Keep proof of service readily accessible for court

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**Legal Basis:** Housing Act 1988, Section 8 and Schedule 2

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