

SERVICE AND VALIDITY CHECKLIST

Section 8 Notice

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

Landlord:	Tariq Mohammed
Landlord Address:	16 Waterloo Road Pudsey LS28 7PW
Tenant:	Sonia Shezadi
Property Address:	35 Woodhall Park Avenue Pudsey LS28 7HF
Tenancy Start Date:	
Notice Service Date:	
Earliest Possession Date:	
Grounds:	

2 Service Evidence Checklist

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

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
- ☐ Periodic tenancy: Notice period calculated correctly from rent payment date
- ☐ Notice signed and dated by landlord or landlord's agent
- ☐ Discretionary ground(s) claimed: Court will consider whether it is reasonable to grant possession, taking into account all circumstances including tenant's personal situation.

4 After Service

Post-Service Actions

- ☐ Wait until possession date has passed:
- ☐ 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 or N5B
- ☐ Keep proof of service readily accessible for court

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

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