

# NOTICE ONLY PACK - PREVIEW

Jurisdiction: England

Notice Type: Section 8 Notice (Fault-Based) - England

## DOCUMENTS INCLUDED:

- |                                   |        |
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| 1. Section 8 Notice (Form 3)      | Page 2 |
| 2. Service Instructions           | Page 5 |
| 3. Service and Validity Checklist | Page 7 |

## WHAT YOU GET:

- \* Court-ready legal documents
- \* Professional service instructions
- \* Pre-service compliance checklist
- \* Next steps guidance
- \* Lifetime dashboard access
- \* Free regeneration anytime

## IMPORTANT: This is a PREVIEW ONLY

Complete purchase (£29.99) to download full unredacted documents.

All documents are editable and can be regenerated anytime.

# NOTICE SEEKING POSSESSION

Notice of Intention to Begin Proceedings for Possession of a Property in England  
Let on an Assured Tenancy or an Assured Agricultural Occupancy

**Form 3**

*Housing Act 1988, Section 8 (as amended)*

## INFORMATION FOR THE TENANT

This notice tells you that your landlord intends to begin proceedings for possession of the property identified in section 2. **You should read it carefully and seek advice about your circumstances as quickly as possible.**

The earliest date on which possession proceedings can begin will depend on the ground(s) on which possession is sought and is given in section 5 of the notice.

If you are worried about this notice, and what you should do about it, take it immediately to **Citizens Advice, a housing advice centre, a law centre or a solicitor.**

If you are a debtor and you are in a 'breathing space', you should inform your debt advisor.

If you believe you are at risk of homelessness as a result of receiving this notice, you should contact your local authority for support.

**Free independent advice:** Shelterline **0808 800 4444**

<https://www.shelter.org.uk/>

**Further information:**

<https://www.gov.uk/government/publications/understanding-the-possession-action-process-guidance-for-landlords-and-tenants>

**1** To:

Sonia Shezadi

**2** Your landlord / licensor intends to apply to the court for an order requiring you to give up possession of:

35 woodhall Park Avenue  
Pudsey  
LS27 7HF

**3** Your landlord / licensor intends to seek possession on ground(s):

**Ground 8** Serious rent arrears (at least 8 weeks or 2 months) **MANDATORY**

in Schedule 2 to the Housing Act 1988 (as amended), which read(s):

*Give the full text (as set out in Schedule 2 of the Housing Act 1988 (as amended)) of each ground which is being relied on.*

**Ground 8** Serious rent arrears (at least 8 weeks or 2 months)

**MANDATORY**

At the date of the service of the notice and at the date of the hearing, at least eight weeks' rent is unpaid if the rent is payable weekly or fortnightly, at least two months' rent is unpaid if the rent is payable monthly, at least one quarter's rent is more than three months in arrears if the rent is payable quarterly, or at least three months' rent is more than three months in arrears if the rent is payable yearly.

(Continue on a separate sheet if necessary.)

**4** Give a full explanation of why each ground is being relied on:

**Ground 8** Serious rent arrears (at least 8 weeks or 2 months)

**MANDATORY**

**GROUND PARTICULARS**

Rent arrears at date of notice: £3000.00

Threshold for Ground 8: £2000.00 (2 months)

Ground 8 is a MANDATORY ground. If the arrears still meet the threshold at the date of the hearing, the court **MUST** grant possession.

**Total amount owed:** £3000.00

**Factual summary:** tenant not paid rent for 3 months

**EVIDENCE AVAILABLE**

rent schedule

(Continue on a separate sheet if necessary.)

**5** The court proceedings will not begin earlier than:

**15 January 2026**

**6** If your landlord / licensor does not apply to the court within a given timeframe this notice will lapse. The latest date for court proceedings to begin is **12 months** from the date of service of this notice, subject to any extension in accordance with the Debt Respite Scheme (Breathing Space Moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020.

**7 Name and address of landlord, licensor or landlord's agent**

To be completed in full by the landlord, licensor, or, in the case of joint landlords / licensors, at least one of the joint landlords / licensors, or by someone authorised to give notice on the landlord's / licensor's behalf.

**SIGNED**

**SIGNED**

**NAME**

Tariq Mohammed

**ADDRESS**

16 Waterloo Road

Pudsey

LS28 7PW

**TELEPHONE**

0113 257 1318

**NAME**

**ADDRESS**

**TELEPHONE**

**Capacity (please tick):**

☐ Landlord / Licensor

☐ Joint landlord(s) / Licensor(s)

☐ Landlord's / Licensor's agent

**Date:** 1 January 2026

# SERVICE INSTRUCTIONS

## Section 8 Notice

<b>Property:</b>	35 woodhall Park Avenue Pudsey LS27 7HF
<b>Tenant:</b>	Sonia Shezadi
<b>Notice Type:</b>	Section 8
<b>Service Date:</b>	1 January 2026
<b>Expiry Date:</b>	15 January 2026

### **CRITICAL**

You must serve this notice correctly or it will be invalid. Incorrect service is the most common reason for court rejection.

## 1 How to Serve This Notice

Under the Housing Act 1988, you have several options for serving the notice. Choose the method that gives you the best evidence of service.

### **RECOMMENDED: Hand Delivery**

- **Hand-deliver through the letterbox** at the property
- **Date:** Deliver on or after 1 January 2026
- **Witness:** Take a witness with you who can confirm delivery
- **Evidence:** Take a photo of the letterbox with the notice visible
- **Time:** Note the exact time of delivery
- **Witness Statement:** Get your witness to sign a statement confirming what they saw

### **Why This is Best**

Clear evidence of when and where the notice was delivered. If the tenant denies receiving it, you have photographic proof and witness testimony.

### Alternative: First Class Post

- **Send via Royal Mail First Class** post
- **Keep proof of postage receipt** (Royal Mail will provide this when you post)
- **Deemed served:** Notice is deemed served 2 days after posting (excluding Sundays and bank holidays)
- **Safety margin:** Add 2-3 extra days to your notice period if using this method

#### **Note**

First class post is legally acceptable, but provides less certainty than hand delivery. The tenant can claim they never received it, and you'll only have proof of posting, not receipt.

### Alternative: Recorded Delivery

- **Send via Royal Mail Recorded Delivery**
- **Tracking:** You'll receive a tracking number
- **Proof of delivery:** Royal Mail provides proof when it's delivered
- **Signature required:** Someone must sign for it

#### **Risk**

If the tenant refuses to sign or doesn't answer the door, the notice may not be deemed served. Use this method only if you're confident the tenant will accept it.

### X NOT RECOMMENDED: Email or Text

- **Do NOT email or text the notice** unless your tenancy agreement specifically allows electronic service
- Most tenancy agreements do NOT allow electronic service
- If you email/text and the tenancy doesn't allow it, your notice is invalid
- You'll waste time and money and have to start again



## Evidence You Must Keep

If you go to court, you must **prove you served the notice correctly**. The court will ask for evidence. Keep the following:

### Service Evidence Checklist

- ✓ Photo of notice being delivered (letterbox shot with notice visible)
- ✓ Witness statement (name, address, what they saw, signature)
- ✓ Proof of postage (if posted)
- ✓ Recorded delivery receipt (if used)
- ✓ Copy of the notice you served (this exact document)
- ✓ Date and time of service (written down immediately)
- ✓ Any correspondence with tenant acknowledging receipt

### Witness Statement Template

"I, [Witness Name], of [Witness Address], confirm that on [Date] at [Time], I witnessed [Your Name] hand-deliver a notice through the letterbox at [Property Address]. The notice was fully inserted into the letterbox and dropped inside the property.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ "

## 3 What Happens After Service

### Waiting Period

After serving the notice, you must wait until the expiry date: **15 January 2026**

- The tenant does NOT have to leave immediately
- They have until the expiry date to leave voluntarily
- During this period, they should continue paying rent
- You cannot change the locks or force them out (this is illegal)

## If They Leave Voluntarily

### Voluntary Departure Checklist

- ✓ Great! You've avoided court proceedings
- ✓ Do a final inspection with them present (if possible)
- ✓ Complete the check-out inventory
- ✓ Return their deposit within 10 days (if protected)
- ✓ Settle any disputes about deductions

## If They Don't Leave

If the tenant is still in the property after **15 January 2026**:

### ⚠ Do NOT

- Change the locks (illegal eviction - you could face criminal charges)
- Remove their belongings (illegal)
- Harass them or cut off utilities (illegal)

**DO** apply to court for a possession order.

### Court Application

You'll need to use Form N5 (standard possession claim). If you purchased the Complete Pack, these forms are included. Otherwise, you'll need to upgrade or obtain them separately.

## 4 Common Mistakes to Avoid

- ✗ Serving the notice too early (before arrears reach required level for your ground)
- ✗ Getting the expiry date wrong (too short or not aligned with rent period)
- ✗ Not keeping evidence of service
- ✗ Serving by email when the tenancy doesn't allow it
- ✗ Changing locks before getting a court order (illegal eviction)
- ✗ Missing compliance requirements (gas cert, EPC, How to Rent, etc.)



**Service Requirements:** Housing Act 1988, Section 8

**Proof of Service:** Civil Procedure Rules, Part 6

**Illegal Eviction:** Protection from Eviction Act 1977

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**Important:** This is guidance only and does not constitute legal advice. If you're unsure about any step, consult a solicitor or legal advisor.

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**Landlord Heaven Notice Only Pack** | England

# 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 LS27 7HF
Tenancy Start Date:	14 July 2025
Notice Service Date:	1 January 2026
Earliest Possession Date:	15 January 2026
Grounds:	Ground 8 – Serious rent arrears (at least 8 weeks or 2 months)

## 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

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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:
  - Grounds 1, 2, 5-7, 9, 16: Two weeks notice minimum
  - Ground 8 (serious rent arrears): Two weeks notice minimum
  - Ground 14 (ASB), Ground 14A (serious ASB): Immediate notice possible if not periodic
  - Other grounds: Two months notice minimum
- ☐ Periodic tenancy: Notice period calculated correctly from rent payment date
- ☐ Notice signed and dated by landlord or landlord's agent
- ☐ Mandatory ground claimed: Court must grant possession if ground is proven (Grounds 1-8)

### 4 After Service

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#### Post-Service Actions

- ☐ Wait until possession date has passed: **15 January 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 or N5B
- ☐ 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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