

# SERVICE AND VALIDITY CHECKLIST

## Fault-Based Notice (Wales)

**Purpose:** Use this checklist to verify your fault-based breach notice was served correctly under the Renting Homes (Wales) Act 2016. Keep this checklist with your evidence file.

### 1 Notice Details

**Landlord:** Tariq Mohammed

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

**Contract-Holder:** Sonia Shezadi

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

**Contract Start Date:** 14 July 2025

**Notice Service Date:** 16 January 2026

### 2 Service Evidence Checklist

#### Evidence of Service

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

- Original signed fault-based breach notice
- Copy of the notice served to contract-holder
- 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 (Royal Mail certificate of posting)
  - If recorded delivery: Tracking number and delivery confirmation
- Witness details recorded (name, address, signature) if applicable
- Any correspondence from contract-holder acknowledging receipt
- Evidence of the breach (photos, rent statements, correspondence, etc.)

#### Keep All Evidence

You must prove both service of the notice and the breach itself. Document everything thoroughly.

### 3 Validity Requirements

#### Notice Validity (Renting Homes (Wales) Act 2016)

Verify your notice meets these validity requirements:

- Notice is in writing and contains required information (landlord, contract-holder, property address)
- Notice clearly states the breach or ground for possession
- Breach details provided with sufficient particulars
- Contract is a standard occupation contract (not secure or prohibited)
- Appropriate notice period given:
  - Rent arrears (serious breach): 14 days minimum
  - Anti-social behaviour (serious breach): 14 days minimum
  - Other breaches: Check specific section requirements
- Notice signed and dated by landlord or landlord's agent
- Landlord is registered with Rent Smart Wales (legally required)

#### CRITICAL WALES-SPECIFIC REQUIREMENTS

- You must be registered with Rent Smart Wales - unlicensed landlords cannot serve valid notices
- The breach must be genuine and provable with evidence
- Notice period varies by breach type - ensure you've given sufficient notice
- For serious breaches (rent arrears, ASB), 14 days notice is typically required
- Court will assess reasonableness - ensure breach is substantial

### 4 After Service

#### Post-Service Actions

- Wait until notice period has expired
- Do not change locks or remove contract-holder belongings (illegal eviction)
- Do not harass contract-holder or cut off utilities
- Continue documenting the breach if it persists
- If contract-holder remains after notice expires, apply to court for possession order
- Keep proof of service, breach evidence, and Rent Smart Wales registration readily accessible for court

**Rent Smart Wales:** All landlords in Wales must be registered

**Generated:** 16 January 2026

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