

APPENDIX 3

date: **DATE**
ask for: Housing Services Team
email: **INSERT**@sholland.gov.uk



Council Offices
Priory Road
Spalding
Lincolnshire PE11 2XE

tel: 01775 761161
fax: 01775 723496
www.sholland.gov.uk

Miss xxx

Dear

Preliminary Notice of Variation to your Tenancy Agreement (Housing Act 1985 Section 103 (2))

We are proposing to make changes to your tenancy conditions and would like your comments on these changes. This letter is the formal notice to you.

The law states that we must tell all South Holland District Council tenants about the changes and give you the opportunity to comment on the proposals. We will consider all comments received before finalising any changes to the Tenancy Agreement.

Please note that we are not proposing to end your tenancy. We are only changing the terms of your existing tenancy agreement. You will not be asked to sign a new tenancy agreement, but these changes will still apply to you from the date that the new tenancy terms are introduced.

Have your say

We have enclosed a summary of the changes, a copy of the new proposed tenancy agreement and a fact sheet on Frequently Asked Questions.

You are invited to make any comments you may have on the proposed changes by **DATE**. Please complete the online survey at **WEBSITE ADDRESS**. If you do not have internet access, please contact us on 01775 761161 or email us at tenancy.agreement.review@sholland.gov.uk for a response form. Sheltered Housing residents can also discuss the proposals with their Housing Officer at the Meet and Greet sessions.

We are currently reviewing the Tenants' Handbook. If you would like to be involved with this review, please email tenancy.agreement.review@sholland.gov.uk or speak to your Housing Officer on 01775 761161.

What happens next?

We will consider all comments we receive. After this, we will serve you with a formal Notice of Variation (under section 103 of the Housing Act 1985). This will include a copy of the new tenancy agreement and will tell you the date that the changes will become effective.

Contact details update

It is important that we have your up to date contact details. Please submit these online at **WEBSITE LINK** or contact your Housing officer on 01775 761161.

Yours sincerely

Vikki Cherry
Housing Services Manager