

Dear Tenant

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

I write regarding the above and further to the preliminary notice sent to you on 18<sup>th</sup> August 2010. On 18<sup>th</sup> November 2010 Ashfield District Council (your Landlord) agreed the final terms and conditions of its Introductory and Secure Tenancies. Please accept this letter and the attached Tenancy Agreement as formal Notice of variation to your tenancy.

The change to your existing tenancy agreement will automatically take effect on 10<sup>th</sup> January 2011 so you do not need to do anything. The attached terms and conditions of tenancy will replace your old ones. The new terms and conditions are also available to view on the Company and Councils websites.

If you require the document in a different format e.g. another language, audio CD, Braille or you require a Magnifying Sheet to make the print larger then please contact Angela Doherty, AHL Head Office, Broadway, Brook Street, Sutton in Ashfield, Nottinghamshire, NG17 1AL.

A full copy of the Tenancy Agreement is also available for your convenience by visiting our Property Shops:

**Kirkby Property Shop**  
Unit 2, Shopping Centre,  
3 Lowmoor Road  
Kirkby- in-Ashfield  
Nottinghamshire  
NG17 7BE  
Tel - 01623 608932

**Sutton Property Shop**  
Brook Street,  
Sutton-In-Ashfield  
  
Nottinghamshire  
NG17 1AL  
Tel - 01623 608950

**Hucknall Property Shop**  
Council Offices,  
Watnall Road, Hucknall  
  
Nottinghamshire  
NG15 7LA  
Tel - 0115 9568713

Or at  
**Ashfield District Council**  
Urban Road  
Kirkby-in-Ashfield  
Nottinghamshire  
NG17 8DA  
Tel – 01623 450000

Yours sincerely

Steve Houlding  
Director of Operations