

Dear Tenant

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

I write regarding the above. As you may be aware, from recent local meetings, Ashfield District Council (your Landlord) intends to update the terms and conditions of its Introductory and Secure Tenancies. This last took place in 2005 and as it is good practice to keep tenancy agreements up to date, this review has been carried out. The reason why the Council is doing this is to make the tenancy agreement easier to understand, and to comply with what the law says a tenancy agreement should include.

Thank you, if you have already contributed to some consultation exercises which have taken place in respect of changes to tenancy agreements. We have now considered all of your comments and, where appropriate, we have made amendments based on those comments.

*What is a Preliminary Notice of Variation?*

This letter is a Preliminary Notice and is being sent to all Ashfield District Council Introductory and Secure tenants informing you of our intention to serve a notice that will vary your conditions of tenancy. Please note that we are not proposing to end your tenancy but merely to change the terms and conditions of your existing tenancy agreement. You will therefore not be asked to sign a new tenancy agreement, but the changes will still apply to you.

*Have your say*

There are two documents attached to this notice which explain the proposed changes and their effects as well as the answers to some frequently asked questions (FAQ's) that I trust will help you understand this process. You are invited to make any comments on the proposed changes no later than **17<sup>th</sup> September 2010**.

We ask that, if possible, you insert your comments in the space at the end of this letter, then return it to : AHL Head Office, Broadway Brook Street, Sutton in Ashfield , Nottinghamshire NG 17 1AL FAO Angela Doherty, Policy and Strategy Manager, or, you can email your comments to: **[ahlmail@ashfieldhomes.co.uk](mailto:ahlmail@ashfieldhomes.co.uk)**

A full copy of the proposed tenancy agreement is 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

Or the following websites

[www.ashfieldhomes.co.uk](http://www.ashfieldhomes.co.uk)

[www.ashfield-dc.gov.uk](http://www.ashfield-dc.gov.uk)

Or by telephoning 01623 608999 and we will send you a copy.

*What happens next?*

We will consider all the comments we receive and then ask for formal approval from Ashfield District Council to make the changes. After this, we will serve you with a formal Notice of Variation (under Section 103 of the Housing Act 1985) later this year. This will include a copy of the new tenancy agreement and will inform you of the date on which the changes will become effective.

Yours sincerely

Steve Houlding  
Director of Operations

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*CUT OFF SLIP*

<b>Response to preliminary notice</b>
Name & Address
Comments