Date: Date

Your reference:

Our reference: [???] Last-Name

File reference PRE-ACTION PROTOCOL, Letter

Dear Title and Last-Name,

Section references refer to the sections in the PRE-ACTION PROTOCOL FOR DEBT CLAIMS published by HMCTS.

Over the past months you have made little effort to even keep up with the current payments and have steadily increased the debt.

{S 3.1 (a) (i)} As the attached statement shows you are currently in arrears with your rental payments.

{S 3.1 (a) (ii)} Unless action is taken to rectify this situation within the next 30 days action will be taken recovery of the debt and interest will be added in accord with statutory procedures.

{S 3.1 (a) (iii)} Not applicable

{S 3.1 (a) (iv) You agreed to pay the rent when you signed the tenancy agreement, a copy of the relevant page is enclosed.

{S 3.1 (a) (v)} Not applicable

{S 3.1 (a) (vi)} The irregular payments you have been making are insufficient and must be substantially increased to make them acceptable.

{S 3.1 (a) (vii)} I believe that it may be possible for you to get an ex gratia payment from the council or failing that, a minimum payment of £30 per week is required starting immediately.

{S 3.1 (a) (viii)} The reply forms should be sent to the address above or handed to your on site landlord, Mac.

{S 3.1 (b) (i)} An up to date statement is enclosed.

{S 3.1 (b) (ii)} Not applicable

{S 3.1 (b) (iii)} Not applicable

{S 3.1 (c)} An Information Sheet and the Reply as published in Annex A of the Pre Action Protocol is enclosed.

{S 3.1 (d)} A financial statement form is enclosed which should be completed and returned to the address above or handed to your on-site landlord, Mac.

If you fail to make any effort to repay the debt legal action will be commenced 30 days from the date of this letter. Your details have already been entered on tenant referencing, a GDPR compliant national database of defaulting tenants, which will make it difficult for you to obtain other accommodation. These details will be modified if you pay your debt. You should also be aware that the council will consider you to be intentionally homeless and will not rehouse you if you have outstanding rental debt.

Yours sincerely

Enclosed: Front page of tenancy agreement

Statement

Response form

Financial statement form

Certificate of Posting

The item addressed as follows

Title and Full Name

No

has been accepted here today for delivery by first class post

