

TERMINATING A TENANCY AGREEMENT

Top tips for preparing a S21 or S8 Notice.

TIP 1

Use the current form from GOV.UK



TIP 2

Use your calendar!



TIP 3

Calculate the end of the notice period with margin for error:

Today + time for service, + notice period + an extra day = earliest date court proceedings will begin or date tenant is required to leave the property.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

TIP 6

If there is more than 1 tenant, name both in the Notice and send 1 copy to each of them (address them individually).



TIP 5

Sign and date the Notice.



TIP 4

Check names and addresses (Tenancy agreement and also Royal Mail Postcode checker).



TIP 7

Send by 1st Class Post or deliver by hand unless the Tenancy Agreement specifies that Notices to the Tenant can be sent by email.



TIP 8

Keep a copy of what you've sent and a careful note of how it was sent (method, date, time).



Seek advice if you aren't sure.