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**IMPORTANT – This letter gives you notice that your Conditions of Tenancy are changing**

Dear Name,

**S103 Housing Act 1985 – Notice of Variation**

We are writing to give you notice that the new terms of your tenancy will come into effect on **2 March 2020**.

The Conditions of Tenancy set out the rights and responsibilities you have as a tenant and the responsibilities the Council has as your landlord

In January 2019, we wrote to you and asked for your views on our proposals to vary the Conditions of Tenancy. Consultation on the proposed variation of the current conditions of tenancy closed on Monday 4<sup>th</sup> February 2019.

We are grateful for the responses we received. These have been considered and minor amendments have been made before we submitted it for final approval.

The Assistant City Mayor for Housing, Councillor Cutkelvin has agreed the proposed variations.

We attach with this letter:

1. A copy of the new conditions of tenancy;
2. A summary of the variations of the existing conditions;
3. A report leaflet giving feedback from consultations and answering your questions.

Please read the enclosed documents carefully and keep in a safe place for future reference.

**The revised conditions of tenancy will come into effect on:**

**Monday 2 March 2020**

**If you agree with the revised conditions, you do not need take any action. You do not need to sign a new tenancy agreement**

**If you do not wish to accept the revised conditions of tenancy, the only option available as set out in the Housing Act 1985, would be to terminate your tenancy. In these circumstances we would encourage you to take appropriate Legal advice**

If you have any queries regarding the revised conditions, please call 0116 4541007 to speak to a member of our team. Independent legal advice can be obtained from a solicitor or Citizen Advice Leicestershire (0300 330 1025), Shelter Housing Aid and Research (13 Welford Road, Leicester, telephone number 0116 254 6064) or Community Advice and Law Service (1<sup>st</sup> floor, Epic House, Charles Street, Leicester, telephone number 0116 242 1120).

Yours sincerely



**Suki Supria**  
**Head of Service**