Name

Address

Address

Address

Post Code

Ref: (Your Ref)

Please ask for: (Name)

 Telephone No: (Tel)

 Date: (Date)

Dear (Name),

ASSURED SHORTHOLD TENANCY

BREACH OF TENANCY AGREEMENT (FORMAL WARNING)

The purpose of this letter is to confirm that the I have received complaints regarding the conduct of your tenancy and am satisfied that you have breached your tenancy conditions. The specifics of these breaches are as follows:

Detail each breach e.g. *On 1st February 2020 you played loud music late into the evening disrupting your neighbours sleep.*

*During a visit to your property on 4th February 2020 the conditions of your property was found to be in an unsafe and untidy condition. I took photographs of rubbish piled high in each of your rooms.*

*Are there any rent arrears?*

You are required to resolve these issues by:

* *Stop playing loud music immediately*
* *Cleaning up your property in the next 7 days, when we will commence another inspection*

*confirm timeframe (i.e. remove rubbish in 7 days/stop making noise immediately)*

By allowing the actions detailed above to occur you are in breach of the following tenancy conditions:

List each tenancy condition (including rent)

Example:

1.3. The Tenant must not use the Property for any illegal, immoral, disorderly or anti-social purposes.

1.4. The Tenant must not do anything to or on the Property or any Common Parts which may reasonably be considered a nuisance or annoyance to the occupiers of neighbouring properties.

I must also emphasise that your tenancy is an assured shorthold tenancy. This means that possession of your home can be obtained more easily than that of some other tenancy types. Should the behaviour/conduct continue, this could lead to legal action against you.

This action could include serving you with a Notice of Seeking Possession, which would begin the legal process that results in a court order to evict you from your home.

Please do not ignore this letter. It is in your interests to ensure that you comply with your tenancy conditions. If you require any additional advice or information, or wish to discuss this matter, you may contact me on (Tel). You may also wish to seek independent help or advice from the Citizens Advice Bureau or a Solicitor.

Yours sincerely,

Name