

## GUIDANCE FOR COMPLETING THE EVICTION, HARASSMENT, EQUALITY ACT & FORFEITURE LETTERS

*(Updated to reflect the Renters' Rights Act 2025)*

These letters are designed to help tenants and leaseholders respond clearly, calmly, and lawfully when facing:

- harassment
- illegal eviction
- Section 8 (Social Landlord)
- Section 8 and 21 notices (Private Landlords)
- Secure tenancy notices (Generally Local Authority)
- Equality Act issues
- Forfeiture threats (leaseholders)

Each letter has a different purpose. This guidance explains how to complete them correctly and how to check whether your landlord has complied with the legislation given in these letters.

### 1. Things You MUST Check and Accept or Change (if necessary) in All Letters

#### A. Text in Square Brackets [like this]

Italics and/or square brackets contain instructions. You must:

- read the text inside the brackets
- decide if it applies to you
- remove the brackets and keep the words if it applies
- delete the entire bracketed section if it does not apply

Never leave brackets in the final letter.

#### B. Text in Blue (if shown)

Blue text means optional. Keep it only if it applies to your situation.

#### C. Text in Italics

Italics are instructions. Remove them entirely, action it and then remove it, or replace with your own information.

### 2. How to Complete Lists

Where a list appears (e.g. harassment incidents, grounds of possession, adjustments), you must:

- read every item

- keep only what applies
- delete what does not
- never leave blank bullet points

This ensures the letter reflects your real situation.

### 3. Sections That Only Apply to Some People

Some parts of the letters are optional. Ask yourself:

- Does this apply to me?
  - If yes → keep it and remove brackets
  - If no → delete the entire section

Examples include:

- Equality Act sections
- Ground 1 / Ground 1A challenges
- What parts of the Notice you are challenging or grounds for possession (i.e. rent arrears). Only those grounds should remain in the letter; any grounds not relied upon must be deleted in full.
- Disrepair sections
- Vulnerability sections
- Forfeiture-specific protection

### 4. Sections You MUST NOT Remove

These legal protections must always remain:

- Protection from Eviction Act 1977
- Protection from Harassment Act 1997
- Housing Act 1985 / 1988
- Equality Act 2010
- Article 8 ECHR
- Tribunal determination requirements
- s.146 LPA 1925 (forfeiture)
- s.166 / s.167 CLRA 2002 (ground rent)

- The Renters Rights Act 2025 (that apply to you)
- s.81 HA 1996 (service charges)
- waiver of forfeiture
- request for reconsideration
- request for disclosure
- request for evidence
- request for remedy opportunity

These are essential and must stay.

## **5. Information You MUST Add Yourself**

Every letter must include:

- your full name
- your address
- your landlord's name and address
- the date
- your tenancy or lease start date
- your phone number
- your email
- the notice you received (if any)
- the incidents that happened (if any)
- your own circumstances (if relevant)
- any evidence you are attaching

Without this, the landlord may ignore your letter.

## **6. When to Attach Documents**

Attach documents only if relevant and only if you have them.

Examples:

- tenancy agreement
- lease
- notices served
- medical evidence

- photos
- screenshots of contact with landlord
- service charge demands
- evidence of harassment or unlawful eviction

If you do not have the document, delete the reference.

## **7. How to Send the Letters**

You may send letters by:

- email
- recorded delivery
- hand delivery (take a photo)

Always keep:

- a copy of the letter
- proof of sending
- proof of delivery

## **8. Which Letter to Use and When (Eviction & Challenging Possession of your property)**

### **Letter 1 – Harassment & Illegal Eviction**

Use if your landlord is entering without notice, threatening eviction, interfering with services, or trying to force you out.

### **Letter 2 – Section 8 Challenge - Social Landlord (Assured Tenancies)**

This letter applies only to tenants of social landlords. Social housing assured tenancies will move to the Renters Rights Act 2025 in late part of 2027.

### **Letter 3 – Section 8 and 21 Challenge - Private Landlord (Assured Shorthold Tenancies)**

#### **Letter 3 – Secure Tenancy Challenge**

For council tenants with secure tenancies.

#### **Letter 4 – Equality Act Vulnerability Disclosure**

For tenants or children with disabilities or vulnerabilities.

#### **Letter 5 – Forfeiture Challenge (Leaseholders)**

For leaseholders facing breach allegations or a Section 146 notice.

## 9. Private Rented Sector (PRS)

- ✓ Renters Rights Act 2025 applies from 1 May 2026
- ✓ Section 21 abolished
- ✓ All tenancies are periodic
- ✓ Section 8 is the only lawful route to possession
- ✓ New notice periods apply
- ✓ Written statement duty applies
- ✓ New landlord offences and penalties apply

X

## 10. Renters Rights Act 2025 does not apply to Social Landlords until October 2027

X Until then, the old HA 1988 regime continues, and there is a separate letter for this, known as *Challenge to Section 8 Notice – Social Landlord*

X *If no Section 8 notice exists:*

- *the landlord has no lawful basis to seek possession*
- *any attempt to remove you is an illegal eviction*

## 11. The letter you have purchased is on unlawful eviction, the following guidance may be helpful:

Guidance on Section 8 Notices (Social Landlords): [https://england.shelter.org.uk/professional\\_resources/legal/possession\\_and\\_eviction/notices\\_in\\_possession\\_proceedings/section\\_8\\_notices](https://england.shelter.org.uk/professional_resources/legal/possession_and_eviction/notices_in_possession_proceedings/section_8_notices)

Guidance on Section 8 Notices (Private Landlords) :[https://england.shelter.org.uk/housing\\_advice/private\\_renting/renters\\_rights\\_act\\_changes\\_for\\_private\\_renters](https://england.shelter.org.uk/housing_advice/private_renting/renters_rights_act_changes_for_private_renters)

Guidance on Forfeiture: <https://www.lease-advice.org/disputes/breaching-your-lease-and-forfeiture/>

- **Final Checks**
- **Have all brackets been removed?**
- **Have all instructions been deleted?**
- **Have you deleted sections that do not apply?**
- **Have you kept all legal protections?**
- **Have you reviewed every list?**
- **Have you added your own details?**
- **Have you attached relevant documents?**
- **Does the letter read smoothly?**

**If yes, your letter is ready.**

**If You Are at Risk of Losing Your Home**

**Take practical steps:**

- **try to resolve arrears or breaches**
- **contact your local authority for homelessness prevention support**
- **seek independent housing advice**