



Name  
Address  
Address  
Address  
Postcode

**Housing Service**  
Phoenix House  
Phoenix Lane  
Tiverton  
Devon  
EX16 6PP  
[www.middevon.gov.uk](http://www.middevon.gov.uk)

Your Ref:  
Our Ref: Tenancy Agreement

Contact: Helen Carty  
Telephone: 01884 234918  
Email: [hcarty@middevon.gov.uk](mailto:hcarty@middevon.gov.uk)  
Fax / DX: 01884 234907

*Date 23 May 2016*

Dear Name

**Statutory consultation – Section 103 of Housing Act 1985  
Changes to your Tenancy Agreement**

Property Address:

The Council wishes to vary the terms of your tenancy agreement and may do so by serving a notice of variation provided it has consulted you with regard to the proposed variation.

Accordingly, I am writing to inform you of the following:-

- (a) the Council intends to serve a notice of variation of the terms of your tenancy;
- (b) the proposed variation of your tenancy is that the terms and condition of your existing tenancy is replaced with the terms and condition as set out in the enclosed document “Variation of Terms and Conditions of Your Secure Tenancy”. Please note these are only proposed terms and conditions. The Council has yet to decide whether to impose them on you;
- (c) further information about the effect of the variation is set out in the enclosed document with the entitled “Table of substantive changes”;
- (d) we invite you to comment on the proposed variation but your comment must be received by the Council within 28 days of the date of this letter otherwise it will not be considered (information about how to make a comment is set out below).

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**Requests for alternative formats will be considered on an individual basis.  
Please telephone 01884 255255 or email [customerfirst@middevon.gov.uk](mailto:customerfirst@middevon.gov.uk)**

You do not have to comment on the proposed variation but if you wish to do so you must make your comment within 28 days of the date of this letter. Any comments made after this date may not be taken into account. We will consider all representations made in time.

You can contact the Council with your comments by:-

- Writing to Helen Carty at Mid Devon District Council, Housing Service; Phoenix House Phoenix Lane Tiverton EX16 6PP;
- Emailing comments to [htenancy@middevon.gov.uk](mailto:htenancy@middevon.gov.uk);
- Contact Helen Carty, Policy Officer on 01884 234918;
- Contacting the Council by Facebook – [www.facebook.com/mddc.housing](http://www.facebook.com/mddc.housing);
- Contacting the Council by Twitter – [www.twitter.com/mddchousing](http://www.twitter.com/mddchousing);
- Attending one of the drop in sessions below at our Council offices at Phoenix House, Tiverton.

<b>Drop in sessions</b>	
Thursday 9 June 2016 10-11.00am	Friday 17 June 2016 10-11.00am
Friday 10 June 2016 12-1.00pm	Wednesday 22 June 2016 3-4.00pm
Wednesday 15 June 2016 3-4.00pm	Friday 24 June 12-1.00pm

Once this consultation has ended, the Council will consider whether to proceed with the variation. If we decide to proceed with the variation we will write to you again with a Notice of Variation which will inform you of the variation and when it takes effect.

Yours sincerely



HELEN CARTY

Housing Policy Officer

Encs