

Housing Service  
Harlow Council  
Civic Centre  
The Water Gardens  
Harlow, Essex  
CM20 1WG  
www.harlow.gov.uk

Date: 5 December 2022

Dear [tenant name],

**Section 103 Housing Act 1985:  
Landlords Preliminary Notice of Variation of Tenancy Terms**

We are writing to advise you that Harlow District Council, as your landlord, intends to make changes to the terms of its introductory and secure tenancy agreement in accordance with section 103 of the Housing Act 1985.

The reason for making the proposed changes is that the current tenancy agreement has been in use since 2012, and therefore needs updating as a result of changes in the law, regulation and in line with accepted good practice. The proposed new agreement has also been amended to make it easier to read and understand and to provide additional information to tenants on issues affecting their tenancy.

Also enclosed as part of this Notice are:

- A summary of the proposed changes to your existing agreement, and
- A draft of the proposed new tenancy agreement.

We are legally required to consult with you regarding the proposed changes and to allow you the opportunity to make comments regarding the proposed new tenancy agreement. This is important as, once consultation has been completed, the Council intends to serve a formal Notice of Variation in accordance with section 103 of the Housing Act. This will change your tenancy terms to those set out in the proposed draft, subject to any further changes that we make as a result of consultation.

We are inviting comments on the proposed new tenancy agreement until **8 January 2023**. We will then consider all the comments received during this period and make any necessary changes to the tenancy agreement as a result of those comments. Following this we will serve you with the Notice of Variation, enclosing a copy of your new tenancy conditions. This Notice will also confirm the date that the new tenancy agreement will come into effect.

## How to respond to this preliminary notice of variation

To respond to this preliminary notice you can complete the enclosed consultation response form and return it to:

**Harlow Council Housing Services**  
**Civic Centre**  
**The Water Gardens**  
**Harlow**  
**Essex**  
**CM20 1WG**

You can also provide your feedback in the following ways:

- online by completing the online consultation form at [www.harlow.gov.uk/new-tenancy-agreement](http://www.harlow.gov.uk/new-tenancy-agreement)
- using a smart phone by scanning the QR code below.



- through your Harlow MyHome account (for MyHome account holders only); or
- by e-mailing your comments to us at [tenancyagreement@harlow.gov.uk](mailto:tenancyagreement@harlow.gov.uk)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wayne Mitchell', positioned below the 'Yours sincerely' text.

**Wayne Mitchell**  
Area Housing Manager (People)

Encs: Draft new tenancy agreement  
Summary of proposed changes