

SOLICITOR'S HEADED PAPER

Date: 28<sup>th</sup> November 2013

**IMPORTANT – THIS LETTER AND THE ENCLOSED NOTICES AFFECT YOU AND YOUR PROPERTY. YOU ARE STRONGLY ADVISED TO SEEK URGENT LEGAL ADVICE FROM AN INDEPENDENT SOLICITOR**

Dear Sir/Madam,

**Our Client: Kettlewell House Limited**

**Property: Flat [        ]/Care Suite [        ] Kettlewell House, Kettlewell Hill, Chobham Road, Woking, Surrey, GU21 4HX**

We act on behalf of your Landlord, Kettlewell House Limited, and enclose, by way of service on you, the following notices:

1. Notification of Landlord's Address for Service under Section 48 of the Landlord and Tenant Act 1987.
2. Notice seeking possession of a property let on an Assured Tenancy or an Assured Agricultural Occupancy under Section 8 of the Housing Act 1988 as amended by Section 151 of the Housing Act 1996.

We have been instructed by our client to serve the above notices on you, because there are arrears of rent under the Tenancy Agreement which you have entered into with our client.

Please note that, as our client has served a notice seeking possession, this means that our client intends shortly to apply to Court, for a Possession Order. If the Court orders possession, this means that you will have to leave the property, and if you fail to do so, you will be in breach of a Court Order. Furthermore, if the Court orders possession, and you still refuse to leave the property, our client has instructed us that it will request that you are forcibly removed by bailiffs.

This is an important letter which you must not ignore. We would very strongly advise that you immediately contact your own independent solicitor, the Citizens Advice Bureau, or other legal adviser.

Please confirm safe receipt of this letter and the enclosed notices by signing the enclosed copies and returning them to us in the prepaid envelope.

Yours faithfully