

### Section 21 notice inquiry record (England)

Use this form when an assured shorthold tenant asks for advice or help because their landlord:

- has served notice, and
- is purporting to rely on section 21 of the Housing Act 1988.

This form gathers information that will help you decide whether the section 21 notice is valid and can be relied on to obtain a possession order.

Refer to the accompanying s.21 checker tool at:

[markprichard.co.uk/documents/s21-validity-checker](http://markprichard.co.uk/documents/s21-validity-checker)

## SECTION 21 NOTICE INQUIRY RECORD

### APPLICANT / CLIENT:

Name: .....

Ref. No. ....

### TENANCY SUMMARY

Date tenancy commenced:                                  /                                  /

Written agreement?                                   Yes                                   No (oral agreement)

Have we received a copy of the tenancy agreement?                                   Yes                                   No

Fixed term(s) or replacement                                   No  
tenancies since original tenancy?

Yes → Start:                                  /                                  /

End:                                  /                                  /

Copy received?                                   Yes

No

Start:                                  /                                  /

End:                                  /                                  /

Copy received?                                   Yes

No

Rent:    £



**Rent payment period:**             Weekly             Calendar monthly  
 Other (specify):

**Rent becomes due on:**

.....

### **NOTICE**

**Form 6A used?**                     Yes             No

**Date of notice:**                    /            /

**Date given/served:**                /            /

**Served within 4 months of start of original tenancy?**             Yes             No

**Served more than 6 months ago?**             Yes             No

**Notice expiry date:**                /            /

**Was there at least 2 months between service and expiry?**             Yes             No

**Was the notice from the landlord and addressed to all tenants?**             Yes             No             Don't know / inquiries required

### **CERTIFICATES & 'HOW TO RENT' GUIDE**

**Received energy performance certificate before s21 given?**             Yes             No             Don't know / inquiries required

**Received gas safety certificate in last 12 months?**             Yes             No             Don't know / inquiries required

**Date gas safety certificate received?**                    /            /

**Gas safety certificate received before tenant occupied premises?**             Yes             No             Don't know / inquiries required

**Received 'How to Rent' guide?**             Yes             No             Don't know / inquiries required

**Version of 'How to Rent' guide:**                /            /



- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| <b>Replacement guide required?</b>        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |
| <b>'How to Rent' guide re-issued?</b>     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |
| <b>Guide received by email?</b>           | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |
| <b>Consent given to receipt by email?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |

**RETALIATORY EVICTION**

- |   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| <b>Has the local authority served one of the following types of notice?</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |
| <ul style="list-style-type: none"> <li>▪ improvement notice (Cat 1)</li> <li>▪ improvement notice (Cat 2)</li> <li>▪ emergency remedial action</li> </ul> |                              |                             |  |

**Date of enforcement notice:**                                  /                                  /

- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| <b>Does the s.21 notice constitute a retaliatory eviction under s.33 of the Deregulation Act 2015?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |
|--|------------------------------|-----------------------------|--|

**Notes:** .....

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**HMO LICENSING**

- |  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| <b>Do the premises form part of an HMO that must be licensed?</b>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |
| <b>If yes, did the landlord have an HMO licence (or had they applied for a licence) when the s.21 notice was served?</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Don't know / inquiries required |



**DEPOSIT**

**Was a tenancy deposit paid?**       Yes       No      (If no, go to next section)

**Amount of deposit:**      £

**Date landlord received money:**      /      /

**Was the deposit protected in an authorised scheme?**       Yes       No       Don't know / inquiries required

**Date protected:**      /      /

**Which scheme?**      .....

**Was the deposit protected within 30 days of the landlord receiving the deposit money?**       Yes       No

**When the s.21 notice was served, did any of the following apply:**       Yes       No       Don't know / inquiries required

- the landlord had returned the money in full, or
- the deposit was returned with deductions agreed by the tenant, or
- the tenant had applied to court under HA 2004 s.214 for repayment and/or compensation and the application had been decided, withdrawn or settled?

**Notes:**  
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.....  
.....  
.....

**Did a third party ('relevant person') pay the deposit?**       Yes      → Name: .....

Tel / email: .....

No

**Did the tenant (and the relevant person if applicable) receive a prescribed notice?**       Yes       No       Don't know / inquiries required



Date prescribed information notice received by tenant(s): / /  Don't know / inquiries required

Date prescribed information notice received by relevant person (if applicable): / /  Don't know / inquiries required

Have we a copy of the information notice?  Yes  No

Does PI notice include all the information required under Reg. 2, including for example, the circumstances when all or part of the deposit may be retained by the landlord, by reference to the terms of the tenancy?  Yes  No  Don't know / inquiries required

TENANT FEES

Was an unauthorised payment received by the landlord?  Yes  No  Don't know / inquiries required

- Examples include: Deposit exceeding 6 weeks' rent. Reference payment. Inventory service payment. Admin charge for setting up tenancy, renewal or check out. Insurance payment. Loan.

Notes: .....

(If applicable) Was the prohibited payment returned (either in full, or in part with remainder offset against rent with the tenant's consent) before the s.21 notice was given?  Yes  No  n/a Date: / / .....



