

FPHC RENT ARREARS PROCEDURE

It is the policy of FPHC to support tenants who fall into rent arrears and to attempt to come to an arrangement for repayment that is suitable to both parties. Please see the relevant rent arrears letters herewith.

In the case of the first instance of a rent arrear, the tenant is sent the 1st letter: below

Rent Arrears – 1st Letter

Please find enclosed your latest statement. It may have slipped your notice that you have not paid your rent recently and your arrears are now 4 weeks overdue.

It is the policy of FPHC to take action against members who are consistently in licence fee arrears of over 4 weeks. If you have paid your licence fee recently please ignore this letter, otherwise please take one of the following steps to prevent further action against you.

1. Clear your arrears immediately.
2. Arrange a meeting with me in the next two weeks to discuss in confidence any problems you may have with paying your licence fee and how you will pay off your arrears. (Our phone number is the email address is)

Please remember that you are in breach of your tenancy agreement if your arrears are 4 weeks or more and this puts your licence at risk. It is crucial that you take the appropriate steps at this point to clear your arrears.

Rent Arrears - 2nd letter

If no response is received from the tenant after 3 weeks, then a second letter is sent requesting that the tenant contact by email or telephone a member of the Management Committee or the Secretary in order to arrange for repayment. An Agreement to pay arrears by instalments is attached;

AGREEMENT TO PAY ARREARS BY INSTALMENTS

I/ (Name) _____

of (Address) _____

agree that my/our arrears are £ _____ as at (date) _____

I/We agree to pay £ _____ per week/month

in addition to my/our usual weekly/monthly payment of £ _____

making a total of £ _____ per week/month, until the arrears are completely cleared

I understand that failure to keep to this agreement means that FPHC may take further action against me leading to eviction.

SIGNED: _____ DATE: _____ (Tenant)

SIGNED: _____ DATE: _____ (for FPHC)

If no response is received from the tenant to the two previous letters then the final, 3rd letter is sent:

! URGENT !

RENT ARREARS –3RD LETTER

DO NOT IGNORE THIS LETTER

The Co-op is disappointed that despite previous arrears letters, you are now in X weeks rent arrears. Your rent payments are not sufficient to cover your weekly rent and no payments have been made to clear your arrears.

Your arrears will be discussed at the Management Committee Meeting on You are invited to attend this meeting to explain your arrears and to propose a solution. If you cannot attend the meeting you may make a written representation that will be considered by that meeting.

The Management Committee may decide to proceed to the next rent arrears stage, which is to issue you with a Notice To Quit and instigate formal proceedings to gain a court possession order.

You can still contact the Management Committee to arrange an acceptable arrears payment agreement to avoid this matter being taken any further. However, if you break any agreement that you may make, your rent arrears case will proceed straight to a Notice to Quit and court proceedings.

**FPHC
2023**