



Submit instructions via website

You will receive an email from us:

- Confirming that we can act
- That a Section 8 Notice has been served
- When the notice is due to expire (this will be approximately 16 days after service of the notice)

We will not be able to act if:

- There is a conflict (e.g we have acted or continue to act for your tenant)
- The tenancy is not Assured Shorthold Tenancy
- You do not pay our fixed fees
- We reserve the right not to accept instructions at our discretion

Once the Section 8 Notice has expired, you will receive an email from us asking if :

- You wish us to proceed to stage 2 (issue possession proceedings)

OR

- The tenant has left your property
- The tenant has paid arrears or made an offer to clear arrears

If this is the case, you will need to inform us that we should take no further action and we shall close our file and send you a receipted invoice.