

NOTICE OF INTENT

The Redress Schemes for Lettings Agency Work and Property Management Work

This Notice is issued by

Council

Date of Notice

Reference

To

Name and address of letting/property management agent

The Council, being an enforcement authority, GIVE NOTICE that the Council is satisfied that on [] your conduct amounted to a breach of The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 , namely engaged in letting agency work or property management work while not being a member of a redress scheme.

The amount of a financial penalty imposed is determined by the Council but must not exceed £5,000

The Council hereby proposes to impose a financial penalty for the above offence of

Reasons for issuing the Notice / Details of the breach

You right to make representations

Before a final notice is served you may within the permitted timeframe make written representations to us in relation to the proposed imposition of the monetary penalty. This activates a formal review.

You have 28 days beginning with the day after that on which this Notice was served.

Following a review, we will decide to either

- (a) Continue to impose the amount of the financial penalty;
- (b) Reduce the amount of the financial penalty; or
- (c) Decide not to impose a financial penalty at all

If we decide not to impose a financial penalty the matter will be at an end. However should a financial penalty be decided upon you will be served with a Final Notice setting out the amount of the financial penalty.

Representations are to be sent, within the permitted timeframe, to:

Address of enforcement authority

You may alternatively email your representations to

Signature of Enforcement Officer