



## Breach of Covenant Process

**Breach identified**



### Letter one (No charge)

Notify the resident of the issue requesting them to contact BVT to discuss further.

No resolution or agreement in 14 days



### Letter two (No charge)

Reminder letter indicating that the action constitutes a Breach and requesting a resolution with a set timeframe. Letter also indicates the associated consequences that will occur if no action is taken.

Freeholders and Leaseholders will be warned about the potential charges and Tenants about potential legal action.



Attempts to make contact via telephone or home visit if appropriate within 7 day period

### Letter three Final Warning

Breach will be applied in 7 days

No resolution / agreement in 7 days



Attempts to make contact via telephone or home visit if appropriate within 7 day period

### Freeholders / Leaseholders

#### Letter four 'Notice of Breach' (£20 charge)

Notification of Breach - Start of formal proceedings



### Subsequent letters (£20 per letter)

**Letter five** - Reminder 14 days after Notice of Breach

**Letter six** - Ad hoc responses to correspondence

**Letter seven** - Notification of legal proceedings



### Removal of Breach (£75 charge)

Perform site visit to confirm Breach has been resolved and to send a letter confirming that the Breach has been removed.

### BVT Tenants

#### Letter four 'Notice Seeking Possession' or Legal Injunction

Start of formal proceedings



**Legal Action Taken.**

