

**Directorate of Housing & Investment**

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Date: 31 July 2025

Dear Tenant

**SECTION 103 HOUSING ACT 1985: LANDLORD’S PRELIMINARY NOTICE OF VARIATION OF TENANCY TERMS**

We are updating our Tenancy Agreement to make sure that this important document meets the needs of our tenants and communities. This preliminary notice of variation sets out changes City of Lincoln Council intends to make to its introductory/secure tenancy agreement. This is the first stage in us working with you to agree the content of the agreement and the rest of this letter explains in more detail why we are doing this and when you can expect to hear from us about the final version.

Our Tenancy Agreement is a contract that sets out the responsibilities that each tenant has, and City of Lincoln Council’s responsibilities to you as your landlord.

**A copy of this letter and its enclosures has been sent to every City of Lincoln Council Tenant to formally commence a consultation period of the Councils intention to vary the terms of your existing tenancy agreement to a newly revised version.** **Please note this is nothing to worry about and will not affect your tenancy rights or status.  It is for consultation purposes only with the intention of advising you of proposed changes.**

Consulting with tenants to get their views and opinions on the agreement is a critical part of the review process, so we would really appreciate it if you can take a few minutes to have a look at new draft tenancy agreement and tell us what you think.

The reasons for making the proposed changes are:

* The current tenancy agreement has been in use since 2015, and it now needs updating because of changes to regulation and good practice; and
* The proposed new tenancy agreement has been updated and is now set out in a different order. We believe that this will make the tenancy agreement easier to read and understand.

By law we are required to consult with you formally on the proposed new tenancy agreement since once the consultation has been completed this will become your new tenancy agreement, subject to any further changes we make as a result of consulting you.

Please do not sign and return the enclosed draft new tenancy agreement. This preliminary notice of variation and draft tenancy agreement are served in accordance with section 103 of the Housing Act 1985 because the council intends to serve a notice of variation to change the terms of your tenancy agreement. This notice of variation will be served after the consultation period.

A copy of the City of Lincoln Council existing tenancy agreement is available on our website [www.lincoln.gov.uk](http://www.lincoln.gov.uk). To help identify the proposed changes to your existing tenancy agreement and the new proposed Tenancy Agreement we have included the following documents within this consultation pack for your ease of reference:

* Draft proposed revised tenancy agreement wording
* Draft proposed tenancy agreement summary
* Frequently Asked Questions
* Overview summary highlighting key changes to proposed tenancy agreement
* Comprehensive list of changes of 2015 Tenancy agreement to the proposed revised Tenancy Agreement 2025
* Consultation Survey

**Proposed timetable**

The consultation will conclude at 12 noon on the 25th September 2025.

**How to respond to this preliminary notice of variation:**

To respond to this preliminary notice, we have set up a variety of ways to contact us as follows:

* Online questionnaire, information and feedback form via: <https://www.lincoln.gov.uk/TACS> or by scanning the QR code at the end of this letter.
* Email to: [TenancyAgreementConsultation@lincoln.gov.uk](mailto:TenancyAgreementConsultation@lincoln.gov.uk)
* In writing by returning the enclosed feedback form in an envelope to our registered freepost address: Freepost COLC HOUSING TEAM
* By telephoning: 01522 881188
* In person: Our Housing Strategy Team will be holding drop-in sessions at the following locations:
* 13th August 2025 – 10am to 3pm – The Ermine Exchange, Sudbrooke Drive Community Centre, Lincoln, LN2 2DS
* 16th August 2025 - 12 noon to 4pm - Lincoln Pride, Orchard Street, Lincoln, LN1 1DD
* 21st August 2025 – 10am to 3pm – Moorland Community Centre, Moorland Avenue, Lincoln, LN6 7JJ
* 16th September 2025 – 10.45am to 2.15pm – Arise Church, 127 Birchwood Avenue, Lincoln, LN6 0JE
* 17th September 2025 - 10am to 3pm - Sincil Bank Community Hub, 30 Portland Street, Lincoln, LN5 7JX
* Dates will also be set at Independent Living Schemes, and this will be communicated directly to the tenants who live in those schemes.

Following consultation, we will consider all comments received and where appropriate may make changes to the proposed tenancy agreement. The intended final tenancy agreement will be presented to Executive Committee with feedback and responses from the consultation to seek approval to implement the new tenancy agreement. We will then write to all tenants again with a notice of variation with a date when the new tenancy agreement and associated terms will be implemented.

The proposed new tenancy agreement has received several updates so will look very different from the existing one which you may have in a booklet form. In addition to the enclosed new agreement itself, we are enclosing a summary document and Frequently Asked Questions that we hope will help you to understand the differences between the documents easily.

Please also note that this consultation captures the wording of the tenancy agreement only and any graphics and design to the final agreement will be shared as part of the final notice of variation.

We encourage and welcome your response to this consultation as your valuable feedback will ensure our tenants views have been captured and considered before finalising and implementing the tenancy agreement later in the financial year.

Yours Faithfully

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Paula Burton

**Assistant Director of Housing Management**

**Please scan the below QR code to access the Tenancy Agreement Survey:**



**Obtaining copies** in alternative formats

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