**APPENDIX ONE - KHG Eviction Protocol Process Map**

**EVICTION DATE SET The landlord will:**

* Confirm the eviction date to the tenant in person where possible and in writing and provide relevant sign posting to agencies
* Notify the appropriate local authority Housing Options Team of the date/time of eviction

**HOUSING OPTIONS REFERRAL / POSSESSION WARRANT APPLICATION IS MADE BY THE LANDLORD**

* The landlord should use the referral form at Appendix Two to notify the local authority Housing Options Team, along with other relevant agencies, such as Specialist Children’s Services/Social Services
* There should be continued contact/attempts to contact the tenant regarding the breach of terms and next steps

**BREACH OF THE ORDER**.

* Prior to Warrant application landlord must visit or make contact with the tenant
* Tenant to be advised that they are able to apply for a suspension of a Warrant once it has been applied for

**ASB OR NON-ARREARS POSSESSION ORDER**

**OUTRIGHT POSSESSION ORDER GRANTED**

A Warrant will be applied for by as per the terms of the Possession Order (usually 28 days)

**COURT HEARING**

* Landlord to seek order based upon internal policies/procedures and engagement/agreement with the tenant
* Outcome of the Court hearing to be shared with the local authority Housing Options Team
* Terms of the Court Order issued to be monitored by the landlord

**PRE-COURT CONTACT**

Housing Options Teams to confirm with notifying landlord reason for Notice & contact relevant teams to assist with prevention of further action as appropriate (E.g. Housing Benefit, local CSU, Prevention funds, Early Help notification)

Update if date for hearing has been set or if proceedings no longer being pursued. Provide details, and copy of, claim for possession made to the Court.

**LANDLORD COURT PROCEDURE CHECKLIST**

* Has the pre-action protocol process been completed?
* Possession Claim submitted on line by the landlord, tenant notified in person or by letter
* Contact with the tenant continued through the process to ascertain if an agreement can be reached prior to a court hearing

**NOTICE SERVED**

Type of notice (i.e. s.21 Notice Requiring Possession or s.8 NOSP) will be dependent upon the type of tenancy

**HOUSING OPTIONS REFERRAL**

Duty to Refer or Commitment to Refer trigged at this point

 Landlord should notify the appropriate LA Housing Options Team, completing referral form at Appendix Two

 **(Refer to protocol text regarding consent & sharing information)**

**LOCAL AUTHORITY HOMELESSNESS RELIEF ACTIVITIES**

The local authority Housing Options Team is likely to progress application to the Relief stage

Attempts will continue to try and save the tenancy and prevent the eviction.

This may include updates or devising a Personal Housing Plan and/or sign posting to relevant support.

It may also include arranging joint meetings with the landlord and tenant.

Options for assisting with rent arrears will be explored, if this will prevent the eviction.

**LOCAL AUTHORITY HOMELESSNESS PREVENTION ACTIVITIES**

The local authority Housing Options Team will work with the tenant and communicate with the landlord about what actions are agreed to prevent eviction.

This may include a Personal Housing Plan or sign posting to relevant support provision for tenancy sustainment.

It may also include arranging joint meetings with the landlord and tenant.

Options for assisting with rent arrears will be explored, if this will prevent the eviction.

**Prevention Workflow commences – the landlord has had to service notice upon a tenancy**