

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

BVT Tenants

Letter four 'Notice Seeking Possession'

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



Legal Action Taken.

(Includes but is not limited to Civil Injunction and possession of the property).



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.

