

## SCHEDULES

### SCHEDULE 3

#### FINANCIAL PENALTIES ETC

##### *Notice of intent*

- 2 (1) This paragraph applies where an enforcement authority proposes to impose a financial penalty for a breach of section 1 (prohibitions applying to landlords) or 2 (prohibitions applying to letting agents) or Schedule 2 (treatment of holding deposit).
- (2) Before imposing the financial penalty, the enforcement authority must serve a notice on the landlord or letting agent of its proposal to do so (a “notice of intent”).
- (3) The notice of intent must be served before the end of the period of 6 months beginning with the first day on which the enforcement authority has sufficient evidence of the breach, subject to sub-paragraph (4).
- (4) If the breach is committed on that day, and the breach continues beyond the end of that day, the notice of intent may be served—
- (a) at any time when the breach is continuing, or
  - (b) within the period of 6 months beginning with the last day on which the breach occurs.
- (5) The notice of intent must set out—
- (a) the date on which the notice of intent is served,
  - (b) the amount of the proposed financial penalty,
  - (c) the reasons for proposing to impose the penalty, and
  - (d) information about the right to make representations under paragraph 3.