

Your Reference: -

Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

Tel: 01506 280000

Dear Sir/Madam

NOTICE OF RENT/SERVICE CHARGE INCREASE, SECTION 25 HOUSING (SCOTLAND) ACT 2001

I am writing to advise you that West Lothian Council has agreed the basic rent of the above property will be increased by 3% with effect from 5th April 2021. The council has also agreed, where applicable, to increase service charges by 3% effective from the same date. For your information the revised charges are shown below.

Termination of Tenancy: If you do not wish to continue the above tenancy at the increased charge, you are entitled to terminate it in terms of your tenancy agreement by giving twenty eight days written notice to the Head of Housing, Customer and Building Services, Civic Centre, Livingston, West Lothian, EH54 6FF.

Assistance with Housing Benefit: If you receive housing benefit assistance from the Council through the Housing Benefit Scheme your increased rent will automatically be taken into account when re-assessing your benefit from 5th April 2021 and a separate benefit notification will be issued to you. If you think you may be entitled to help with Housing Benefit then please contact Revenues Unit, St David House, South Bridge Street, Bathgate, EH48 1TT.

Full Service Universal Credit Claimants: Please note you can only report this change in rent to the DWP on or after 5th April 2021 either by:

- Signing into your Universal Credit account if you have one or
- Calling the Universal Credit helpline (0800 328 9344) if you do not have an online account.

It is important that you report this change in your rent as soon as possible on or after 5th April 2021 to make sure your Universal Credit is paid at the correct rate.

If you pay your rent by standing order you should notify your bank of the new amount to be debited from your account from 5th April 2021.

All tenancy agreements state that rent should be paid one week in advance. Failure to do so will result in an arrears balance. Officers contact all tenants with arrears, and can also offer advice on how to avoid this.

Details of your weekly charge can be accessed online through the Tenants Self-Service portal by using the link <http://www.westlothian.gov.uk/housing>

Should you require any further information please contact the Revenues Unit on the above telephone number.

Yours faithfully



AnnMarie Carr
Head of Housing, Customer and Building Services

New Weekly Charge: -

Rent	£
Service Charges	£
Household Insurance	£
Total Charge	£