

ANTI-SOCIAL BEHAVIOUR (ASB) WARNING GUIDE + TEMPLATE

Circle Doors | Behaviour & Conduct Guidance

Introduction

Anti-social behaviour (ASB) is one of the most common tenancy breaches, especially in HMOs and multi-tenant environments. Landlords must address ASB **formally and quickly**, using a clear record of warnings and evidence.

This guide outlines:

- What counts as ASB
 - How to investigate
 - How to issue warnings
 - Template letters you can use today
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★ What Counts as Anti-Social Behaviour?

Includes:

Noise & nuisance

- Loud music
- Shouting
- Parties
- Noise after 10 PM

Harassment & intimidation

- Threats
- Aggressive behaviour
- Bullying other tenants

Environmental issues

- Dumping rubbish
- Leaving kitchen/bathroom dirty
- Poor hygiene in shared areas

Illegal or dangerous behaviour

- Drug use or dealing
 - Violence
 - Tampering with fire safety equipment
 - Blocking fire exits
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★ How to Handle ASB (Step-by-Step)

1. Gather evidence

- Statements from neighbours/tenants
- Photos/videos
- Noise logs
- Emails
- Witness accounts

2. Issue a written ASB warning

Use the template provided below.

3. Arrange a meeting if appropriate

Discuss expectations, rules and consequences.

4. Monitor behaviour

Document all future incidents.

5. Escalate to Section 8 (Ground 14 or 7A)

If behaviour continues or is severe.

★ ASB Warning Letter – Template

Subject: Formal Anti-Social Behaviour Warning

Tenant Name: [Name]

Property Address: [Address]

Date: [Date]

Dear [Tenant Name],

We have received reports of behaviour at the above property that may constitute **anti-social behaviour**, including:

- [Describe incidents]

This behaviour breaches your tenancy agreement and is causing disturbance to others.

Please treat this letter as a **formal warning**.

If the behaviour continues, we may take further action, including:

- A second formal warning
- Involving local authorities or police
- Serving a Section 8 notice under Ground 14 or 7A

We encourage you to contact us if you wish to discuss this matter.

Sincerely,

[Landlord/Agent Name]

[Company Name]

★ What Landlords Must Do Now

- Keep evidence of ASB from day one
 - Use written warnings, not verbal
 - Document all interactions
 - Escalate gradually but firmly
 - Include ASB clauses in tenancy agreements
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★ 6. ACCESS REFUSAL WARNING GUIDE + TEMPLATE

Circle Doors | Access for Repairs & Safety Checks

Introduction

Landlords are legally entitled to access a property for:

- Repairs
- Safety checks (Gas, EICR)
- Inspections
- Emergencies

Tenants must allow reasonable access with **24 hours' notice**.

Refusing access is a **breach of tenancy**.

This guide explains how to handle access refusal and includes a full warning template.

★ When Is Access Required?

- ✓ Gas Safety Check (Annual – legal requirement)
 - ✓ Electrical Installation Condition Report (Every 5 years)
 - ✓ Repairs reported by tenant
 - ✓ Fire door checks (HMOs)
 - ✓ Routine inspections
 - ✓ Contractor visits
 - ✓ Emergency issues (immediate access without notice)
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★ Signs of Access Refusal

- Tenant ignores messages
- Tenant cancels repeatedly



- Tenant refuses to open the door
- Tenant blocks contractors
- Tenant claims “not available for weeks”

★ Access Refusal Warning Letter – Template

Subject: Formal Access Refusal Notice

Tenant Name: [Name]

Property Address: [Address]

Date: [Date]

Dear [Tenant Name],

We attempted to attend the property on **[Date]** for **[Reason: Gas Safety Inspection / Electrical Inspection / Repair]**.

Access was not granted.

This is a reminder that under your tenancy agreement and housing law, you must allow reasonable access for essential safety checks and repairs.

Please contact us within **48 hours** to rearrange.

Failure to comply may result in:

- Formal breach of tenancy action
- Escalation to local council
- Section 8 grounds for possession

This letter serves as a **formal warning**.

Sincerely,

[Landlord/Agent Name]

[Company Name]

★ What Landlords Must Do Now

- Keep detailed records of attempted access
- Provide multiple appointment options



- Serve warnings promptly
- Document everything if it goes to court
- Use Section 8 Ground 12 if necessary