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STATUTORY INSTRUMENTS

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**2018 No. 719**

The Housing Administration (England and Wales) Rules 2018

PART 7

TIME, RULES ABOUT DOCUMENTS AND INTERPRETATION

CHAPTER 3

Standard contents of documents to be delivered to the relevant registry

**Standard contents of all documents to be delivered to the relevant registry**

7.9.—(1) A document to be delivered to the relevant registry must—

- (a) identify the registered provider;
- (b) state—
  - (i) the nature of the document,
  - (ii) the section of the Act, the paragraph of Schedule B1 or the rule under which the document is delivered,
  - (iii) the date of the document,
  - (iv) the name and address of the person delivering the document,
  - (v) the capacity in which that person is acting in relation to the registered provider, and
- (c) be authenticated by the person delivering the document.

(2) Where the person delivering the document is the housing administrator the address may be omitted if it has previously been notified to the relevant registry in the proceedings and is unchanged.