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SCHEDULE

Regulation 3

FORM OF RENT DEMAND NOTICE
COMMONHOLD AND LEASEHOLD REFORM ACT 2002, SECTION 166
NOTICE TO LONG LEASEHOLDERS OF RENT DUE

At:

To:

(rhowch enw'r lesddeilia(i)d) **(nodyn 1)**

(insert name(s) of leaseholder(s)) **(note 1)**

Rhoddir yr hysbysiad hwn ynglyn â:

This notice is given in respect of :

(rhowch gyfeiriad y fangre, gan gynnwys y cod post, y mae'r les hir yn ymwneud â hi)

(insert address of premises, including the postcode, to which the long lease relates)

Mae'n ei gwneud yn ofynnol i chi dalu rhent o:

It requires you to pay rent of :

£

(rhowch y swm) ar:

(insert the sum) on:

/ /

(rhowch y dyddiad - rhaid rhoi pob dyddiad ar ffurf rhifau yn hytrach na geiriau - e.e. 26/12/2005 fyddai 26 Rhagfyr 2005) **(Nodyn 2)**

(insert date - all dates must be completed using numbers not words - e.g. 26 December 2005 would be 26/12/2005) **(Note 2)**

Mae'r rhent yn daladwy am y cyfnod canlynol:

The rent is payable in respect of the following period:

fesul wythnos

per week

fesul mis calendr

per calander month

fesul chwarter

per quarter

fesul unrhyw gyfnod arall

any other period

(TICIWCH y blwch priodol)

(TICK the appropriate box)

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Yn unol â thelerau eich les mae/yr oedd y swm o:	In accordance with the terms of your lease the amount of:
	£
<hr/>	
<i>(rhowch y swm) yn ddyledus ar:</i>	<i>(insert the sum) is/was due on:</i>
	/ /
<hr/>	
<i>(rhowch y dyddiad y mae/yr oedd rhent yn ddyledus yn unol â'r les - rhaid rhoi pob dyddiad ar ffurf rhifau yn hytrach na geiriau - e.e. 26/12/2005 fyddai 26 Rhagfyr 2005) (Nodyn 3)</i>	<i>(insert date on which rent due in accordance with the lease - all dates must be completed using numbers not words - e.g. 26 December 2005 would be 26/12/2005) (Note 3)</i>
Dylid talu:	Payment should be made to:
<hr/>	
<i>(rhowch enw'r landlord(iaid) neu, os yw taliad i'w wneud i asiant, enw'r asiant) yn:</i>	<i>(insert name of landlord(s) or, if payment is to be made to an agent, name of agent) at:</i>
<hr/>	
<i>(rhowch y cyfeiriad gan gynnwys y cod post)</i>	<i>(insert address including postcode)</i>
Mae'r hysbysiad hwn yn cael ei roi gan:	This notice is given by:
<hr/>	
<i>(rhowch enw'r landlord(iaid) ac, os nad yw wedi'i roi uchod, ei gyfeiriad gan gynnwys y cod post)</i>	<i>(insert name of landlord(s) and, if not given above, the address including the post code)</i>
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NODIADAU AR GYFER LESDDEILIAID

Darllenwch yr hysbysiad hwn yn ofalus. Mae'n nodi swm y rhent sy'n ddyledus gennych a'r dyddiad erbyn pryd y mae rhaid i chi ei dalu. Fe'ch cynghorir i ofyn am gymorth ar unwaith, os na allwch dalu, neu os ydych yn herio'r swm. Mae'r rhai sy'n gallu'ch helpu yn cynnwys canolfan cyngor ar bopeth, canolfan cynghori ar dai, canolfan gyfraith a chyfreithiwr. Dangoswch yr hysbysiad hwn a chopi o'ch les i bwy bynnag a fydd yn eich helpu.

Mae'n bosibl y gall y landlord hawlio symiau ychwanegol oddi wrthyh os na fyddwch yn talu erbyn y dyddiad a bennir yn yr hysbysiad hwn. Mae gennych hawl i herio rhesymoldeb unrhyw symiau ychwanegol mewn tribiwnlys priso lesddaliadau.

Mae Adran 167 o Ddeddf Cyfundaliad a Diwygio Cyfraith Lesddaliad 2002 a'r rheoliadau a wnaed odani yn atal eich landlord rhag peri i chi fforffedu'ch les am beidio â thalu rhent, taliadau gwasanaeth neu daliadau gweinyddu (neu gyfuniad ohonynt) os yw'r swm sy'n ddyledus yn £350 neu lai, neu os nad oes dim o'r swm sydd heb ei dalu wedi aros heb ei glirio am fwy na thair blynedd.

NODIADAU AR GYFER LANDLORDIAID

1. Os anfonwch yr hysbysiad hwn drwy'r post, cyfeiriwch ef at y lesddeiliad yn yr annedd y mae'r taliad yn ddyledus ar ei chyfer, oni bai bod y lesddeiliad wedi'ch hysbysu'n ysgrifenedig o gyfeiriad gwahanol yng Nghymru a Lloegr lle mae'n dymuno bod hysbysiadau o dan adran 166 o Ddeddf Cyfundaliad a Diwygio Cyfraith Lesddaliad 2002 yn cael eu rhoi iddo.

2. Rhaid i'r dyddiad hwn beidio â bod naill ai'n llai na 30 niwrnod nac yn fwy na 60 niwrnod ar ôl y diwrnod y mae'r hysbysiad hwn yn cael ei roi na bod cyn y diwrnod y byddai'r lesddeiliad wedi bod yn atebol i wneud y taliad yn unol â'r les..

3 Ticiwch y boc a cynhwyswch y datganiad hwn ddim ond os nad yw'r dyddiad ar gyfer talu yr un fath â'r dyddiad a benderfynwyd yn unol â'r les.

NOTES FOR LEASEHOLDERS

Read this notice carefully. It sets out the amount of rent due from you and the date by which you must pay it. You are advised to seek help immediately, if you cannot pay, or dispute the amount. Those who can help you include a citizens' advice bureau, a housing advice centre, a law centre and a solicitor. Show this notice and a copy of your lease to whoever helps you.

The landlord may be able to claim additional sums from you if you do not pay by the date specified in this notice. You have the right to challenge the reasonableness of any additional sums at a leasehold valuation tribunal.

Section 167 of the Commonhold and Leasehold Reform Act 2002 and regulations made under it prevent your landlord from forfeiting your lease for non-payment of rent, service charges or administration charges (or a combination of them) if the amount owed is £350 or less, or none of the unpaid amount has been outstanding for more than three years.

NOTES FOR LANDLORDS

1. If you send this notice by post, address it to the leaseholder at the dwelling in respect of which the payment is due, unless the leaseholder has notified you in writing of a different address in England and Wales at which he wishes to be given notices under section 166 of the Commonhold and Leasehold Reform Act 2002.

2. This date must not be either less than 30 days or more than 60 days after the day on which this notice is given or before that on which the leaseholder would have been liable to make the payment in accordance with the lease.

3. Tick the box and include this statement only if the date for payment is not the same as the date determined in accordance with the lease.