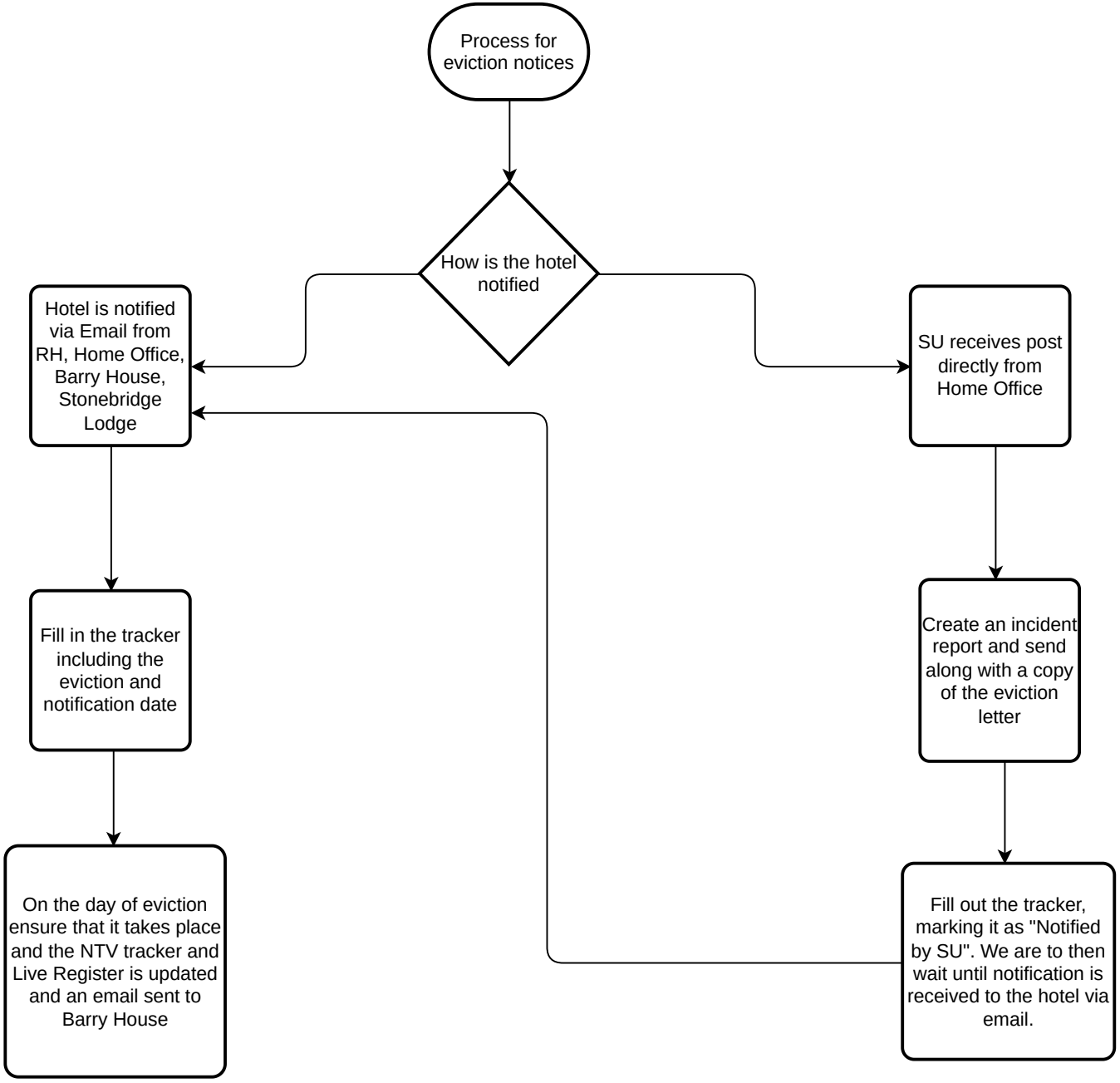
Process for eviction notices
How is the hotel notified
Hotel is notified via Email from RH, Home Office, Barry House, Stonebridge Lodge
SU receives post directly from Home Office
Fill in the tracker including the eviction and notification date
Create an incident report and send along with a copy of the eviction letter
On the day of eviction ensure that it takes place and the NTV tracker and Live Register is updated and an email sent to Barry House
Fill out the tracker, marking it as "Notified by SU". We are to then wait until notification is received to the hotel via email.