

Section 8 / 21 Notice Tracker

Track possession notices, court proceedings, and outcomes for your rental properties.

HOW TO USE

1. Go to the Notice Tracker tab and enter your name at the top.
2. For each notice, enter the property address, tenant name, and notice type (Section 8 or Section 21).
3. For Section 8, enter the ground(s) cited, for example Ground 8 for rent arrears.
4. Enter the date the notice was served. Notice period and earliest possession date calculate automatically.
5. Update the court claim, claim date, hearing date, and outcome as proceedings progress.
6. The band at the top shows total notices, Section 8 count, Section 21 count, and pending cases.

IMPORTANT NOTE ON NOTICE PERIODS

Section 8 notice periods depend on the ground cited. The 14-day period shown in this template applies to Ground 8 (two or more months of rent arrears). Other grounds may require different notice periods. Section 21 shows 61 days as a general guide. Always verify the correct notice period with a solicitor before serving.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start with your own notices. Calculated columns update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then the Header/Footer tab.

NOTES

Blue cells are your inputs. White cells are calculated. Do not type over the white cells. The disclaimer at the bottom of the tracker is blue so you can edit it if needed.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

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MTD for Income Tax bridging and compliance for sole traders and landlords.

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Landlord name:

TOTAL NOTICES		SECTION 8			SECTION 21			PENDING			
5		2			3			4			
Property Address	Tenant Name	Notice Type	Section 8 Grounds	Date Served	Notice Period (days)	Earliest Possession Date	Court Claim Filed?	Claim Date	Hearing Date	Outcome	Notes
12 Maple Street, London E1 2	James Carter	Section 8	Ground 8 - rent arrears	01/03/2025	14	15/03/2025	Yes	15/04/2025	10/06/2025	Pending	2 months arrears
45 Oak Avenue, Bristol BS1 4	Sarah Mitchell	Section 21		15/03/2025	61	15/05/2025	No			Pending	Rolling tenancy
8 Birch Close, Leeds LS2 9AB	David Thompson	Section 8	Ground 10 - rent arrears	01/02/2025	14	15/02/2025	Yes	20/03/2025	15/05/2025	Possession order granted	
22 Elm Road, Manchester M1	Emma Davies	Section 21		01/04/2025	61	01/06/2025	No			Pending	AST ended
3 Pine Way, Sheffield S1 2AD	Robert Green	Section 8	Ground 8 - rent arrears	10/04/2025	14	24/04/2025	No			Pending	3 months arrears
67 Cedar Lane, Birmingham	Patricia Hill	Section 21		01/05/2025	61	01/07/2025	No			Pending	Notice period running

Self-check: Section 8 + Section 21 **OK - Balanced**

This template is for reference only. Notice periods and procedures may vary. Always seek legal advice before serving a possession notice.