FILING INSTRUCTIONS

RELEASE 211

Below are the filing instructions for Release 211 of the ***Encyclopedia of Housing Law and Practice***. Please remove and discard the specified old pages and insert the new ones as indicated below. However, before filing this release, please ensure that Release 210 has been filed. The filing record card indicates details of the most recently filed release.

Remember to look at the illustrated filing guide at the end of the Service Information section if you have any difficulty filing in the new pages.

The checklist (which you will find behind these filing instructions) contains a complete list of pages your looseleaf should contain after you have filed this release.

For the most up-to-date version of these filing instructions, please visit the subscriber information page at *www.sweetandmaxwell.co.uk*.

Before filing this release, please move the following items from the start of Volume III to the end of Volume II:

- **"Other Acts" divider card**
- **[TOC5]:1 – [TOC5]:2**
- **Pages 20001 – 20232 (all pages included)**

VOLUME 1

	Remove old pages	*Insert new pages*
Preliminary pages		
	Filing Instructions 1 – 4	Filing Instructions 1 – 6
	Checklist 1 – 20	Checklist 1 – 20
Service Information		
	Title pages i – iv	Title pages i – iv
	Title History v – viii	Title History v – viii
	Release Bulletin ix – xiv	Release Bulletin ix – xvi
	Service Information 1 – 10	Service Information 1 – 6
	Missing Pages Request	Missing Pages Request
Key Issues		
**Insert directly after divider card*	–	[MainTOC]:1 – [MainTOC]:2*
	AA/7 – AA/10	AA/7 – AA/10
	AA/13 – AA/14	AA/13 – AA/14
	D/1 – D/2	D/1 – D/2
	F/A/3 – F/A/4	F/A/3 – F/A/4
	I/3 – I/4	I/3 – I/4
	K/A/1 – K/A/4	K/A/1 – K/A/4
**Remove all pages*	O/1 – O/4*	O/1 – O/4

Principal Housing Acts

	Contents	[TOC1]:1 – [TOC2]:2
**Remove all pages*	10097 – 10108*	10097 – 10116
	10543 – 10544/2	10543 – 10544/2
	10549 – 10552	10549 – 10552/2
	10817 – 10818	10817 – 10818
	10885 – 10886	10885 – 10886/2
**Remove all pages*	10895 – 10902/2*	10895 – 10902/2
	10905 – 10906/2	10905 – 10906
	10923 – 10926/2	10923 – 10926
	10931 – 10932	10931 – 10932
	10943 – 10944	10943 – 10944
	10946/1 – 10950	10947 – 10950
**Remove all pages*	11050/1 – 11056*	11051 – 11056/2
	11059 – 11060	11059 – 11060/2
	11311 – 11312	11311 – 11312
	11471 – 11472	11471 – 11472
	11537 – 11538	11537 – 11538
**Page 11545 directly follows p.11538*	11545 – 11546	11545* – 11546
	11551 – 11552	11551 – 11552
	11555 – 11556	11555 – 11556
	11595 – 11596	11595 – 11596
	11601 – 11602	11601 – 11602
	11609 – 11610/2	11609 – 11610
	11630/19 – 11630/20	11630/19 – 11630/20
	11630/56/1 – 11630/58/2	11630/57 – 11630/58/2
	11630/73 – 11630/74	11630/73 – 11630/74

You have now finished filing Volume 1

VOLUME 2

	Remove old pages	***Insert new pages***

Principal Housing Acts cont.

	Contents	[TOC2]:1 – [TOC2]:2
**Remove all pages*	11860/107 – 11860/110*	11860/107 – 11860/110/2
	11860/140/1 – 11860/140/2	11860/140/1 – 11860/140/2
	11860/141 – 11860/142	11860/141 – 11860/142
	11860/202/87 – 11860/202/132	11860/202/87 – 11860/202/132
	11860/261 – 11860/262	11860/261 – 11860/262

Principal Rent Acts

**Insert directly after divider card*	–	[TOC3]:1 – [TOC3]:2*
	12055 – 12056	12055 – 12056
	12094/4/1 – 12094/4/2	12094/4/1 – 12094/4/2
	12094/9 – 12094/12	12094/9 – 12094/10

Other Acts

	[TOC5]:1 – [TOC5]:2	[TOC4]:1 – [TOC4]:2
**Remove all pages*	20001 – 20002/12*	20001 – 20002/6
	20003 – 20006/2	20003 – 20006
	20028/1 – 20028/2	20028/1 – 20028/2
	20038/19 – 20038/24	20038/19 – 20038/24
	20039 – 20040	20039 – 20040
	20047 – 20050/4	20047 – 20050/4
	20050/7 – 20050/8	20050/7 – 20050/8
	20123 – 20124	20123 – 20124
**Remove all pages*	20149 – 20152*	20149 – 20152
	20157 – 20158/2	20157 – 20158/2
**Remove all pages*	20159 – 20162/4*	20159 – 20162
**Remove all pages*	20187 – 20218*	20187 – 20196
	20229 – 20232	20229 – 20230

You have now finished filing Volume 2

VOLUME 3

	Remove old pages	*Insert new pages*
Other Acts cont.		
**Insert at the front of the binder*	–	[TOC5]:1 – [TOC5]:2*
	20233 – 20234	–
	20257 – 20258	20251 – 20254
	20351 – 20352	20351 – 20352
	20359 – 20360	20359 – 20360
	20367 – 20374	20367 – 20374
	20420/11 – 20420/12	20420/11 – 20420/12
	20481 – 20482	20481 – 20482
	20535 – 20538	20535 – 20538
**Do NOT remove pp.20740/2/1 to 20740/2/2*	20740/1 – 20740/2*	20740/1 – 20740/2
	20740/3 – 20740/4	20740/3 – 20740/4
	20903 – 20904	20903 – 20904
	21083 – 21084	21083 – 21084/2
**Remove all pages*	21484/1 – 21488/2*	21485 – 21488/2
	21708/1 – 21708/2	21708/1 – 21708/2
	21797 – 21798	21797 – 21798/2
	21814/53 – 21814/54	21814/53 – 21814/54
	21815 – 21822	21815 – 21822/14
	21825 – 21826	21825 – 21826/2
	21831 – 21832	21831 – 21832/2
	21837 – 21838	21837 – 21918

You have now finished filing Volume 3

VOLUME 4

Remove old pages	*Insert new pages*
Statutory Instruments up to 1994	
[TOC7]:1 – [TOC7]:4	[TOC7]:1 – [TOC7]:4
Statutory Instruments from 1995	
[TOC8]:1 – [TOC8]:4	[TOC8]:1 – [TOC8]:4
40393 – 40394	40393 – 40394
40771 – 40776	40771 – 40776
40789 – 40792	40789 – 40792/2
[TOC9]:1 – [TOC9]:6	[TOC9]:1 – [TOC9]:8
41354/853 – 41354/854	41354/853 – 41354/854
41354/861 – 41354/862	41354/861 – 41354/862
41354/867 – 41354/868	41354/867 – 41354/868
41354/879 – 41354/880	41354/879 – 41354/880
41354/897 – 41354/898	41354/897 – 41354/898/2
41354/915 – 41354/916	41354/915 – 41354/916
41354/944/7 – 41354/944/8	41354/944/7 – 41354/944/8
41354/945 – 41354/946	41354/945 – 41354/946
41354/948/5 – 41354/948/6	41354/948/5 – 41354/948/6

You have now finished filing Volume 4

VOLUME 5

Remove old pages	*Insert new pages*
Statutory Instruments from 1995 cont.	
41354/1586/1 – 41354/1586/2	41354/1586/1 – 41354/1586/2
41354/1587 – 41354/1588	41354/1587 – 41354/1588
41354/1717 – 41354/1728	41354/1717 – 41354/1728
41354/1731 – 41354/1732	41354/1731 – 41354/1732/2
41354/1735 – 41354/1740	41354/1735 – 41354/1740/2
41354/1749 – 41354/1754/4	41354/1749 – 41354/1754/4
41356/47 – 41356/48	41356/47 – 41356/60
Selected Circulars, Guidance Notes, Etc	
[TOC10]:1 – [TOC10]:4	[TOC10]:1 – [TOC10]:4
51939 – 51940	51939 – 51940
51957 – 51958	51957 – 51958

You have now finished filing Volume 5

TABLES & INDEX

	Remove old pages	*Insert new pages*
Tables		
Statutes		
**Remove entire section.*	Cumulative Supp Table of Statutes 1 – Cumulative Supp Table of Statutes 4*	–
	Table of Statutes 1 – Table of Statutes 276	Table of Statutes 1 – Table of Statutes 282
Statutory Instruments		
**Remove entire section.*	Cumulative Supp Table of SIs 1 – Cumulative Supp Table of SIs 2*	–
	Table of Statutory Instruments 1 – Table of Statutory Instruments 122	Table of Statutory Instruments 1 – Table of Statutory Instruments 124
Government Circulars		
**Remove entire section.*	Cumulative Supplementary Tables of Government Circulars 1 – Cumulative Supplementary Tables of Government Circulars 2*	–
	Table of Government Circulars and Guidance Notes 1 – Table of Government Circulars and Guidance Notes 18	Table of Government Circulars and Guidance Notes 1 – Table of Government Circulars and Guidance Notes 18
Cases		
**Remove entire section.*	Cumulative Supp Table of Cases 1 – Cumulative Supp Table of Cases 6*	–
	Table of Cases 1 – Table of Cases 128	Table of Cases 1 – Table of Cases 130
Index		
**Remove entire section.*	Supplementary Index 1 – Supplementary Index 6*	–
	Index 1 – Index 344	Index 1 – Index 352

You have now finished filing the Tables & Index
You have now finished filing this release