

FILING INSTRUCTIONS

RELEASE 212

Below are the filing instructions for Release 212 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 211 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 pages 41354/1243 to 41354/1330 from the start of Volume 5 to the end of Volume 4 (after p.41354/1206).

VOLUME 1

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Preliminary pages	Filing Instructions 1 – 6 Checklist 1 – 20	Filing Instructions 1 – 4 Checklist 1 – 20
Service Information	Title pages i – iv Title History v – viii Release Bulletin ix – xvi Service Information 1 – 6 Missing Pages Request	Title pages i – iv Title History v – viii Release Bulletin ix – xvi Service Information 1 – 6 Missing Pages Request
Key Issues	AA/1 – AA/10* C/A/1 – C/A/2 C/A/5 – C/A/6 F/A/1 – F/A/6 K/5 – K/6/2 K/A/1 – K/A/4 M/1 – M/4	AA/1 – AA/10/4 C/A/1 – C/A/2/2 C/A/5 – C/A/6 F/A/1 – F/A/6 K/5 – K/6/2 K/A/1 – K/A/4 M/1 – M/4
Principal Housing Acts	10095 – 10098 10113 – 10116 10169 – 10172 10531 – 10534	10095 – 10098 10113 – 10116 10169 – 10172 10531 – 10534

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	10806/3 – 10806/4	10806/3 – 10806/6
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	11386/3 – 11386/8	11386/3 – 11386/8
	11455 – 11458/2	11455 – 11458/2
	11459 – 11468/2	11459 – 11468
<i>*Remove ALL pages.</i>	11473 – 11474/4*	11473 – 11474/14
	11537 – 11538	11537 – 11540
	11617 – 11620/2	11617 – 11620/2
	11631 – 11632/4	11631 – 11632/4
	11701 – 11704	11701 – 11704

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VOLUME 2

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Principal Housing Acts cont.		
	11860/109 – 1860/110/2	11860/109 – 1860/110/2
	11860/125 – 11860/128	11860/125 – 11860/128
	11860/140/1 – 11860/140/2	11860/140/1 – 11860/140/2
	11860/141 – 11860/142	11860/141 – 11860/142
<i>*Do NOT remove</i>	11860/155 – 11860/158*	11860/155 – 11860/158
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<i>11860/158/2.</i>	11860/202/69 – 11860/202/132	11860/202/69 – 11860/202/134
	11860/391 – 11860/392/2	11860/391 – 11860/392/2
<i>*Remove ALL pages.</i>	11860/433 – 11860/438/2*	11860/433 – 11860/438/2
Principal Rent Acts		
	12094/4/1 – 12094/4/2	12094/4/1 – 12094/4/4
Other Acts		
	20002/1 – 20002/6	20002/1 – 20002/6
<i>*Do NOT remove</i>	20009 – 20010*	20009 – 20010
<i>pp.20010/1–20010/2.</i>	20019 – 20020	20019 – 20020
	20171 – 20171/2	20171 – 20171/2

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VOLUME 3

Other Acts cont.	<i>Remove old pages</i>	<i>Insert new pages</i>
	[TOC5]:1 – [TOC5]:2	[TOC5]:1 – [TOC5]:2
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<i>*Do NOT remove pp.21084/1–21804/2.</i>	21083 – 21084*	21083 – 21084
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<i>*Do NOT remove pp.21490/1–21490/2.</i>	21489 – 21490*	21489 – 21490
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	21899 – 21900	21899 – 21900
	21917 – 21918	21917 – 21936

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Statutory Instruments up to 1994	<i>Remove old pages</i>	<i>Insert new pages</i>
	[TOC7]:1 – [TOC7]:4	[TOC7]:1 – [TOC7]:4
	30029 – 30042	30029 – 30030
	30329 – 30330	30329 – 30330
	30341 – 30346	30341 – 30362
	<hr/>	
	[TOC8]:3 – [TOC8]:4	[TOC8]:3 – [TOC8]:8
<i>*Do NOT remove pp.40522/1–40522/2.</i>	40519 – 40522*	40519 – 40522
	41354/861 – 41354/862/2	41354/861 – 41354/862/2
	41354/877 – 41354/882/2	41354/877 – 41354/882/2
<i>*Do NOT remove pp.41354/908/1– 41354/908/2.</i>	41354/907 – 41354/908*	41354/907 – 41354/908
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<i>*Do NOT remove pp.41354/922/1– 41354/922/2.</i>	41354/919 – 41354/922*	41354/919 – 41354/922
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	41354/951 – 41354/954	41354/951 – 41354/954
	41354/1011 – 41354/1014/2	41354/1011 – 41354/1014/2
	41354/1027 – 41354/1032/2	41354/1027 – 41354/1032
	41354/1066/7 – 41354/1066/14	41354/1066/7 – 41354/1066/14
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	41354/1329 – 41354/1330	41354/1329 – 41354/1330

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VOLUME 5

Remove old pages

Insert new pages

Statutory Instruments from 1995 (cont)

**Please insert at start of Volume 5, before p.41354/1331.*

–	[TOC9]:1 – [TOC9]:4*
41354/1793 – 41354/1794	41354/1793 – 41354/1794
41354/1870/3 – 41354/1870/4	41354/1870/3 – 41354/1870/4
41354/1871 - 41354/1872	41354/1871 - 41354/1872/22
41356/27 – 41356/30	41356/27 – 41356/30
41356/41 – 41356/44	41356/41 – 41356/44
41356/59 – 41356/60	41356/59 – 41356/124

Selected Circulars, Guidance Notes, Etc

[TOC10]:3 – [TOC10]:4	[TOC10]:3 – [TOC10]:4
52207 – 52208	52207 – 52246

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TABLES & INDEX

Remove old pages

Insert new pages

Tables

Statutes

**Insert before Table of Statutes*

–

Supplementary Table of Statutes
1 – 2*

Statutory Instruments

**Insert before Table of SIs*

–

Supplementary Table of SIs 1 –
2*

Government Circulars

**Insert before Table of Government Circulars*

–

Supplementary Tables of
Government Circulars 1 – 2*

Cases

**Insert before Table of Cases*

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Supplementary Table of Cases 1 –
2*

Index

**Insert before Index*

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Supplementary Index 1 – 2*

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