

FORM OF RENT DEMAND NOTICE

COMMONHOLD AND LEASEHOLD REFORM ACT 2002, SECTION 166

NOTICE TO LONG LEASEHOLDERS OF RENT DUE

To *(insert name(s) of leaseholder(s))*:

..... (note 1)

This notice is given in respect of *(address of premises to which the long lease relates)*

.....

It requires you to pay rent of £..... on *(insert date)*..... (note 2)

This rent is payable in respect of the period *(state period)*

[In accordance with the terms of your lease the amount of £.... is/was due on..... *(insert date on which rent due in accordance with the lease)*.] (note 3)

Payment should be made to *(insert name of landlord(s) or if payment to be made to an agent, name of agent)* at *(insert address)*

.....
.....

This notice is given by *(insert name of landlord(s) and, if not given above, address)*

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 he 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. Include this statement only if the date for payment is not the same as the date determined in accordance with the lease.