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#### Leaseholder notice for a written summary of insurance cover - Section 30A and paragraph 2 of the Schedule to the Landlord and Tenant Act 1985

#### To: [*insert name of landlord, or agent, or the person who receives rent*]

#### Property address: [*Insert address of flat or house*]

#### I am/we are the leaseholder(s) of the above property.

#### OR

#### I am the secretary of [*name of recognised tenants’ association*]

#### This is a recognised tenant’s association for [*name of the building*]

#### The leaseholder(s) of the above property within the building has/have consented to this notice.

#### I/we am/are making a formal notice to receive a summary of insurance cover in accordance with Section 30A and paragraph 2 of the Schedule to the Landlord and Tenant Act 1985

#### As the landlord of the property you are required to comply with paragraph 4 below.

#### OR

#### As the agent of the landlord named as such in the rent book or similar document.

#### Under paragraph 2(3) of the Schedule to the Landlord and Tenant Act 1985 you are required to forward this notice to the landlord as soon as may be.

#### OR As the person who receives the rent on behalf of the landlord

#### Under paragraph 2(3) of the Schedule to the Landlord and Tenant Act 1985 you are required to forward this notice to the landlord as soon as may be.

#### 4. You are required to supply me/us with a written summary of the current insurance in effect in relation to the above property within a period of 21 days beginning with the day on which you receive this notice.

**A person who, without reasonable excuse, fails to perform a duty imposed on them by or by virtue of Section 30A and paragraph 2 of the Schedule to the Landlord and Tenant Act 1985** **of the Landlord and Tenant Act 1985 commits a summary offence and is liable on conviction to pay a fine not exceeding level 4 on the standard scale.**

**The local housing authority has the power to bring a prosecution**

Signed: [*signature of the person(s) giving the notice*]

Address: [[*Give the address for future correspondence about this notice*]

Date