**Request Notice**

**Secretary of a Tenants’ Association requiring the landlord to provide information about tenants who are not members of the association**

**The Tenants’ Associations (Provisions Relating to Recognition and Provision of Information) (England) Regulations 2018**

In connection with the building/estate known as [*give address of the building/estate*]

To: *[state* *name and address of landlord*] or

To: *[state name and address of landlord and of the managing agent appointed by the landlord if the notice is served on the landlord’s managing agent]*

From: [*state* *name and address of secretary of the relevant tenants’ association]*

TAKE NOTICE THAT:

1. I am the Secretary of ……………………. *[give full name of the relevant tenants’ association*] (“The Association”) whose postal address is [*state full postal address*] and whose email address is [*state email address*] (to be included where the Association has an email address) and a schedule listing the relevant qualifying tenants who are members of the Association appears at the end of this notice.
2. I require you as the landlord to provide the following information that is in your possession as landlord or in the possession of your managing agent and relates to a relevant qualifying tenant-
3. Their name;
4. The address of the dwelling for which they pay a service charge;
5. Any address to which service charge demands for them are sent;
6. Their email address

Signed: *[Signature of secretary of the Association]*

Dated:

**STATEMENT**

The information being requested by this request notice will be used only to ask the relevant qualifying tenants concerned if they wish to become members of the Association

Signed: *[Signature of secretary of the Association]*

Dated

SCHEDULE OF RELEVANT QUALIFYING TENANTS WHO ARE MEMBERS OF THE ASSOCIATION

|  |  |
| --- | --- |
|  | **Name and address of each tenant** |
| **1** |  |
| **2** |  |
| **3** |  |
| **etc** |  |