**Request by the Secretary of a Tenants’ Association requiring the landlord to provide formal notice of recognition of the association**

 **Section 29 of the Landlord and Tenant Act 1985**

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)
2. A copy of the constitution of the Association is attached.
3. A schedule listing the relevant qualifying tenants who are members of the Association appears at the end of this notice.
4. The Association represents xxxx variable service charge paying dwellings at *(insert address* of *the building/estate*) as at the date of this Request.
5. On behalf of the Association I apply to you for formal recognition of the Association to be issued by you.
6. I look forward to receiving from you notice in writing given by or on behalf of the landlord confirming formal recognition of the Association in accordance with Section 29(1) of the Landlord and Tenant Act 1985..

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** |  |