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**Notice of potential claim by leasehold to insurer - Section 30A and paragraph 7 of the Schedule to the Landlord and Tenant Act 1985**

#### To: [*insert name of insurance company*]

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

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

#### This notice is given under Section 30A and paragraph 7 of the Schedule to the Landlord and Tenant Act 1985

#### Damage appears to me/us to have been caused to the dwelling in respect of which a claim could be made under the terms of the insurance policy number [insert number of insurance policy]

#### OR

#### The dwelling is a flat and damage appears to me/us to have been caused to the dwelling or to another part of the building containing it in respect of which a claim could be made under the terms of the insurance policy number [insert policy number of insurance policy]

#### A term of the insurance policy is that the person insured under the policy should give notice of any potential claim under it to the insurer within a specified period

#### The nature of the damage is [*insert brief description of damage*]

#### Please acknowledge receipt of this notice by signing and returning the accompanying copy of this notice

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

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

#### Date: