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#### Leaseholder request for written summary of relevant costs incurred - Section 21 of the Landlord and Tenant Act 1985

#### To: [insert name of landlord, or the 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 tenants’ association for *[name of the building]*

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

#### I/we make this request of the landlord in accordance with Section 21 of the Landlord and Tenant Act 1985.

#### As the landlord of the property you are required to comply with the requirements of paragraphs 4 and 5 below.

#### OR

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

#### Under Section 21(3) of the Landlord and Tenant Act 1985 you are obliged to forward this request to the landlord as soon as may be.

#### OR

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

#### Under Section 21(3) of the Landlord and Tenant Act 1985 you are obliged to forward this request to the landlord as soon as may be.

#### 4. I/we require you to provide me/us with a written summary of the relevant costs incurred in respect of the above property.

#### -If the relevant accounts are made up for periods of twelve months, in the last such period ending not later than the date of this request or

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#### -If the accounts are not so made up, in the period of twelve months ending with the date of this request.

#### 5.. You are required to supply me/us with the written summary within 1 month from the date of this request, or within six months from the end of the period referred to in paragraph 4 above, whichever is the later.

**A person who, without reasonable excuse, fails to perform a duty imposed on them under Section 21 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 request]*

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

#### Date: