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#### Leaseholder request for inspection of supporting accounts, receipts etc. -section 22 of 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 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 22 of the Landlord and Tenant Act 1985

#### 3. The landlord has provided a summary of the relevant costs incurred for the period ending (date)

#### 4. As the landlord of the property you are required to comply with paragraphs 5 and 6 below.

#### OR

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

#### Under Section 22(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 22(3) of the Landlord and Tenant Act 1985 you are obliged to forward this request to the landlord as soon as may be.

5. You are required to provide me/us with reasonable facilities free of charge for inspecting the accounts, receipts and other documents supporting the summary, and for taking copies or extracts from them.

#### 6. .You are required to make such facilities available for a period of two months beginning not later that one month after this request is made.

#### A person who, without reasonable excuse, fails to perform a duty imposed on them under Section 22 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: