#### Leaseholder/Resident request for information about the Building Safety Fund (BSF) Leaseholder and Resident Service (“the Service”) and details of the Building Code.

#### To: [*insert name of building owner, or managing agent]*

#### Address: [*Insert address of building*]

#### I am/we are the leaseholder(s)/resident(s) of a flat(s) located in the above building.

#### I/we understand that an application for funding has been made to the BSF.

#### I/we are aware that the BSF Leaseholder and Resident Service has now opened and understand it will give me/us access to online information on our building’s status in the BSF application process

#### To be able to access this information I/we further understand that I/we will need to input a “unique building code”.

#### I/we have not to date received information about the Service and details of the code from you.

#### Accordingly, I/we request you to provide information about the Service and details of our building code.

#### I/we confirm that the code and the information about our building, published on the Service, will not be shared with others.

#### I/We look forward to hearing from you.

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

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