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**Leaseholder notice for inspection of insurance policy etc. - Section 30A and paragraph 3 of the Schedule to 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.

#### As the landlord of the property you must comply with the statutory requirements set out in paragraphs 3 and 4 below.

#### OR

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

#### Under paragraph 3(3) of the Schedule to the Landlord and Tenant Act 1985 you are required to forward this notice to the landlord as soon as may be.

#### OR

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

#### Under paragraph 3(3) of the Schedule to the Landlord and Tenant Act 1985 you are required to forward this notice to the landlord as soon as may be.

1. Under paragraph 3(1) of the Schedule to the Landlord & Tenant Act 1985 you are required to provide me/us free of charge with reasonable facilities to inspect any relevant insurance policy or associated documents and for taking copies of or extracts from them,

**OR**

You are required to take copies of or extracts from any relevant insurance policy ,or associated documents and either send them to me/us **or** provide me/us with reasonable facilities to collect them (please specify which)

#### You are required to comply with this notice within the period of 21 days beginning with the date on which you receive this notice.

**A person who, without reasonable excuse, fails to perform a duty imposed on them by or by virtue of Section 30A and paragraph 3 of the Schedule to 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 notice]*

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

#### Date:

Glossary

“relevant insurance policy”-an insurance policy under which the property was insured for the period immediately prior to the current period when the notice is served (in the case of a flat, this a policy covering the building containing it)

“associated documents” accounts, receipts or other documents providing evidence of payment of any premiums due under a relevant insurance policy in respect of the current insurance period when the notice is served or the insurance period immediately prior to that period.