

**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]

Re: Property Address:

[Insert address of flat]

1. I am/we are the leaseholder(s) of the above property.
2. 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 _____ *[Insert date of the last accounts]*
4. As the landlord of the property you are required to comply with paragraphs 5 and 6 below.
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 than 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: _____