REQUEST FOR A SUMMARY OF SERVICE CHARGE COSTS

Section 21, Landlord and Tenant Act 1985 (request for summary of relevant costs) · England

Building the service charge relates to (name and address)

Leaseholder making the request (name and flat number)

Leaseholder's address for the reply

Landlord (name), and the person the request is served on

Address the request is sent to

Date of this request

Request

1. I am the tenant of the flat named above and I require you, as landlord, in writing to supply me with a written summary of the costs incurred which are relevant costs in relation to the service charges payable or demanded as payable in that or any other period, for the period I tick below.
2. This request is made under section 21 of the Landlord and Tenant Act 1985. Please supply the summary within one month of this request or within six months of the end of that period, whichever is the later.

Period the summary covers (tick one)

☐ The accounts are made up for periods of twelve months: the last such period ending not later than the date of this request

☐ The accounts are not made up for periods of twelve months: the period of twelve months ending with the date of this request

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Notes (ours)

The request is duly served on the landlord if it is served on an agent of the landlord named as such in the rent book or similar document, or on the person who receives the rent on behalf of the landlord. A person on whom it is served must forward it as soon as may be to the landlord.

Where the service charges are payable by the tenants of more than four dwellings, the summary must be certified by a qualified accountant.

If you are represented by a recognised tenants' association and you consent, the request may be made by the secretary of the association instead of you, for the summary to be supplied to the secretary.

Leaseholder (the tenant)

Name, signature and date

Secretary of a recognised tenants' association, if the secretary makes the request with the leaseholder's consent

Name, signature and date

Model prepared by Unitify as a reference. It is not an official form and not legal advice: section 21 (as it stood on 17 December 1996) says the request is made in writing and names no form. England only. Have a solicitor check it for your building and your lease.