REQUEST TO INSPECT THE ACCOUNTS, RECEIPTS AND DOCUMENTS SUPPORTING A SUMMARY OF COSTS

Section 22, Landlord and Tenant Act 1985 · 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

Date the summary of costs was obtained

Date of this request (within six months of obtaining the summary)

Request

1. I am the tenant of the flat named above. I obtained the summary of costs for this building on the date stated above. Within six months of obtaining it, I require you, as landlord, in writing, under section 22 of the Landlord and Tenant Act 1985, to afford me reasonable facilities for the matters I tick below.
2. Please make the facilities available for a period of two months beginning not later than one month after this request is made.

Facilities required (tick each that applies)

☐ Inspecting the accounts, receipts and other documents supporting the summary

☐ Taking copies or extracts from them

Documents I would like to inspect, if known

Notes (ours)

Facilities for inspecting documents must be made available free of charge. The landlord may charge a reasonable amount for taking copies or extracts, and may treat the costs of making the facilities available as part of its costs of management.

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 served must forward it as soon as may be to the landlord.

The secretary of a recognised tenants' association may make the request with the consent of the tenant.

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 22 says the request is made in writing and names no form. England only. Have a solicitor check it for your building and your lease.