DEMAND FOR PAYMENT OF SERVICE CHARGE

Landlord and Tenant Act 1985, section 21B · Landlord and Tenant Act 1987, section 47 · England

Building the service charge relates to (name and address)

Landlord making the demand (name and address)

Address in England and Wales for notices, if the landlord's address is not in England and Wales

Date of this demand

Leaseholder the demand is addressed to (name and flat number)

Service charge period or item the demand relates to

Total amount demanded

Date payment is due

Demand

1. This is a demand for payment of a service charge under the lease of the flat named above.
2. The landlord's name and address are stated above. If that address is not in England and Wales, an address in England and Wales at which notices (including notices in proceedings) may be served on the landlord is stated as well.

What the demand is for

Item (for example the charge for the period, or a share of a cost)	Amount
1	
2	
3	
4	

How to pay (account details or payment link) and the date payment is due

Enclosure

1. Enclosed with this demand is the summary of the rights and obligations of tenants of dwellings in relation to service charges, headed “Service Charges – Summary of tenants’ rights and obligations”, in the form and wording set by regulation 3 of the Service Charges (Summary of Rights and Obligations, and Transitional Provision) (England) Regulations 2007, typed or printed in at least 10 point.

Before sending (ours)

Enclose the summary of rights and obligations, in at least 10 point.

Check that the landlord's name and address are on the demand.

Landlord, or the person signing on its behalf

Name, role, signature and date

Model prepared by Unitify as a reference. It is not an official form and not legal advice: the Act requires the summary to accompany the demand and the regulations prescribe the summary, not the letter. This form does not reproduce the summary: copy it from regulation 3 of SI 2007/1257 and print it in at least 10 point. England only. Have a solicitor check it for your building and your leases.