

**LANDLORD'S
ABOUT OCCU**

**INFORMATION
B-TENANCIES**

Section 40(1)

enant Act 1954

To: << >> *(insert name and address)*

From: << >> *(insert name and address)*

1. This notice relates to the following premises > *(insert address or description of premises)* .
2. I give you notice under section 40 of the Landlord and Tenant Act 1954 that I require you to provide information as follows:
 - a) by answering questions (1) to (10) in the Table below;
 - b) if you answer "yes" to questions (1) to (10) giving me the name and address of the person or persons who are occupying the premises;
 - c) if you answer "yes" to questions (1) to (10) so answering questions (4) to (10) in the Table below;
 - d) if you answer "no" to questions (1) to (10) giving me the name and address of the subtenant; and
 - e) if you answer "yes" to questions (1) to (10) giving me details of the notice or request.

TABLE	
(1) Do you occupy the premises or part of the premises for the purposes of a business that is carried on by you?	or partly for the purposes of a
(2) To the best of your knowledge, do you or any other person own an interest in the premises or part of the premises?	er person own an interest in
(3) Does your tenancy have effect immediately expectant?	cy on which your tenancy is
(4) What premises are comprised in the tenancy?	
(5) For what term does it have effect? By what notice, by what notice can it be terminated?	y notice, by what notice can it
(6) What is the rent payable under the tenancy?	
(7) Who is the sub-tenant?	
(8) To the best of your knowledge, do you or any other person occupy the premises or part of the premises?	ant in occupation of the nancy?
(9) Is an agreement in force excluding the provisions of sections 24 to 28 of the Landlord and Tenant Act 1954 from the tenancy, the provisions of sections 24 to 28 of the Landlord and Tenant Act 1954?	o-tenancy, the provisions of
(10) Has a notice been given under section 25 of the Landlord and Tenant Act 1954, or has a request been made under section 26 of the Landlord and Tenant Act 1954?	hat Act, or has a request ub-tenancy?

3. You must give the information and within the period of one month beginning with the date of service.

4. Please send all correspondence to:

Name: << >>

Address: << >>

Signed:

Date: << >>

*[Landlord] *[On behalf of the landlord] (where applicable)

IMPORTANT INFORMATION FOR TENANT

This notice contains some words and phrases which you may not understand. The Notes below should help you, but you should seek professional advice, for example, from a solicitor or surveyor, before replying to this notice.

Once you have provided the information in this notice, you must correct it if you realise that it is not, or is not correct, from the date of service of this notice. This obligation lasts for six months if you are a business tenant as explained in the next paragraph. If you need to correct the information given, you must do so within one month of becoming aware that there is a mistake.

The obligation will cease if, after the transfer and of the name and address of the landlord has been transferred.

If you fail to comply with the requirements set out above, you may face civil proceedings under section 40 of the Landlord and Tenant Act 1954, as amended. In any such proceedings a court may order you to comply with the requirements, or the obligation mentioned above, or make an award of damages.

The sections mentioned below are sections 40 and 41 of the Landlord and Tenant Act 1954, as amended, (most recently by the Rent (Sharia) (England and Wales) Order 2003).

Purpose of this notice

Your landlord (or, if he or she is a joint landlord, one of the joint landlords) has sent you this notice in order to obtain information about the business tenancy and that of any subtenants. This information may be relevant to the landlord's decision to renew your business tenancy.

Time limit for replying

You must provide the relevant information within one month of the date of service of this notice (section 40(1), (2) and (5)).

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Information required

You do not have to give your answers for this purpose. The notice requires you to answer questions (1) to (3) in the Table below. You must provide information in the form of answers to questions (1) to (3) in the Table below. Depending on your answer to question (2) and (3), you must also provide the information requested in questions (4) to (10) in that Table. Depending on your answer to question (2) and (3), you must also provide the information requested in questions (4) to (10) in that Table. Depending on your answer to question (2) and (3), you must also provide the information requested in questions (4) to (10) in that Table. Depending on your answer to question (2) and (3), you must also provide the information requested in questions (4) to (10) in that Table.

When you answer question about whether a sub-tenant includes a person who is a tenant of an agricultural holding (Agriculture) Act 1976 or the Rent Act 1968, a "sub-tenancy" includes a right so to use the premises as a dwelling.

You should keep a copy of your answers to questions (2), (8) or (10) above.

If, once you have given this information, you become aware that the information is incorrect. Subject to section 40(5), you must give the correct information to the landlord who gave you this notice unless you receive notice of the transfer of the person to whom that interest has been transferred. The correct information must be given to that person.

If you transfer your tenancy within 14 days of the date of the notice, you must give the correct information already given to the landlord, together with the name and address of the person to whom the tenancy has been transferred.

If you do not provide the information requested in the notice, or you provide incorrect information, proceedings may be taken against you and you may have to pay costs.

If you are in any doubt about the information you should give, get immediate advice from a solicitor or a surveyor.

Validity of this notice

The landlord who had given you the notice must be the landlord to whom you pay your rent (sections 44 and 67). This does not apply if you are a tenant of a business premises.

If you are in any doubts about whether the notice is valid, get advice immediately from a solicitor or a surveyor.

Further information

An explanation of the main points of the notice, "Renewing and Ending Business Leases", can be found at www.odpm.gov.uk. Printed copies of the notice, if not of this form, are available from the landlord who gave you the notice.

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from 1st June 2004 from Free Liter
(0870 1226 236).

erby, West Yorkshire, LS23 7NB

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