

[Print on Letterhead]

[Insert Address]

<<Tenant's name >>
<<Tenant's address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant Name>>

Property: <<address of property>>
Tenancy agreement dated <<date>>
Energy Efficiency (Private Rented Properties) Regulations 2015
Response to request for consent to carry out energy efficiency
Improvements to the Property
Initial response letter

I am writing in response to your letter of <<date>>.

I am not yet in a position to provide a full response to your letter. This is an initial response letter.

[I/the Landlord consent(s) to the measures referred to in your letter. However, I/the Landlord does not consent to the following improvements: <<insert details>>].¹

[I wish/the Landlord wishes to obtain a written opinion from a qualified person before deciding whether to consent to the measures referred to in your letter. This is because <<insert details>>].¹

I/the landlord intend(s)/do(es) not intend to carry out the proposed improvements under Regulation 13 of the Energy Efficiency (Private Rented Properties) Regulations 2015.

I/the landlord will serve a full response to your request letter within <<insert number>> months after the date of service of your request letter.

Yours sincerely,

[For and on behalf of the] Landlord

¹ Possible reasons are:

- (a) the tenant's request was not approved by the surveyor's report;
- (b) the tenant's request relates to works which are not required by the Regulations or whether the improvement is appropriate;
- (c) the landlord intends to rely on the tenant's consent;
- (d) third party consent is required and has not been obtained.