

FORM  
COMMONHOLD AND LEASEHOLD  
NOTICE TO LANDLORD

NOTICE  
ACT 2002, SECTION 166  
OF RENT DUE

To (insert name(s) of leaseholder(s))  
.....

This notice is given in respect of (insert the address of the property to which the long lease relates)  
.....

It requires you to pay rent of £ ..... (note 2)

This rent is payable in respect of the period from ..... to .....

[In accordance with the terms of the lease, the amount of rent of £.... is/was due on ..... insert  
date on which rent due in accordance with the lease]

Payment should be made to (insert name of agent) at (insert address) if payment to be made to an agent,  
.....  
.....

This notice is given by (insert name of landlord) and, if not given above, address)  
.....  
.....

**NOTES FOR LEASEHOLDERS**

Read this notice carefully. It sets out the amount of rent due from you and the date by which you must pay it. You are required to pay the rent immediately, if you cannot pay, you should contact a citizens' advice bureau, a housing advice centre, a law centre or Citizens Advice. Show this notice and a copy of it to the person who helped you.

The landlord may be able to claim interest on the rent due from you if you do not pay by the date specified in this notice. You have the right to apply to a leasehold valuation tribunal for a determination of the reasonableness of any additional amount claimed.

Section 167 of the Commonhold and Leasehold Reform Act 2002 and regulations made under it prevent your landlord from charging you with interest for non-payment of rent, service charges or administration charges (other than a reasonable amount) unless the unpaid amount is more than £350 or consists of, or includes, a sum that has been outstanding for more than three years.

**NOTES FOR LANDLORDS**

1. If you send this notice by post, you must send it to the leaseholder at the dwelling in respect of which the payment is due, unless you have written to the leaseholder in writing of a different address in England and Wales at which he or she has agreed to receive notices under section 166 of the Commonhold and Leasehold Reform Act 2002.

2. This date must not be either later than 60 days after the day on which this notice is given or before the day on which the leaseholder would have been liable to pay the rent.

3. Include this statement only if the amount of rent is not the same as the date determined in the lease.

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