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

<<Date>>

Dear << Tenant's Name>>

Your tenancy dated <<date>> of Tenancy information

[Print on Lar

I am writing to provide you with cer required to provide at the outset of

- 1. A valid energy performance OR [was provided to you or
- A copy of the last gas safet
 OR [was provided to you or
- A copy of the latest elect tenant. This [is enclosed] O
- A copy of the Department f checklist for renting in Engl [was provided to you on << the address you have proservice of notices and othe
- Certain "prescribed informa provided to a tenant within a provided to you on <<date>
- A copy of the signed tena <<date>> by <<person>>].
- The Landlord is required (u give you an address in Engl clause <<clause number>> landlord's] address is, with i

<<Address>> <<Address>> <<Address>> <<Postcode>>.

[8. A copy of the Fire Safety I be provided under the F management of fire safety

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r Instruc Regulatio than o

ert Address]

mentation that I am/the Landlord is

to a new tenant. This [is enclosed] >].

to a new tenant. This [is enclosed] >].

n report must be given to a new n <<date>> by <<person>>].

al Government's "How to Rent: the new tenant. This [is enclosed] **OR OR** [will be sent to you by email at d that I/the Landlord may use for he tenancy].

h of your tenancy deposit must be leposit. This [is enclosed] **OR** [was

sed] OR [was provided to you on

hdlord and Tenant Act 1987) to be served. [This can be found at nt] **OR** [Please note that [my][the /s:

Instructions for the property must Regulations 2022 relating to the than one dwelling that share fire exits. This information [is <<person>>.]]

- [9. A copy of the agreed ch <<date>> by <<person>>.]
- [10. For completeness, the s <<date>> and were in provide the second sec

Please sign and return one copy of

Yours sincerely,

[For and on behalf of the] Landlord

I confirm the tenant's receipt of this

Signed ____

[For and on behalf of the] Tenant

Encs: [EPC] [Gas safety certificate] [EICR] [How to Rent booklet] [Prescribed information abo [Tenancy Agreement] [Fire Safety & Fire Door Info [Inventory]

rovided to you on <<date>> by

ed] OR [was provided to you on

oxide alarms were checked on u were present when the alarms ach month] [is enclosed].

receipt.

.....

referred to in it.

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