

[Print on Large Paper]

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

<<Date>>

Dear <<Tenant's Name>>

**Your tenancy dated <<date>> of <<month>> <<year>>**  
**Legal formalities**

I am writing to provide you with certain information that I am/the Landlord is required to provide at the outset of your tenancy.

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1. A valid energy performance certificate (EPC) for the property. This [is enclosed] OR [was provided to you on <<date>>].
2. A copy of the last gas safety certificate (GSC) for the property. This [is enclosed] OR [was provided to you on <<date>>].
3. A copy of the latest electricity safety certificate (ECS) for the property. This must be given to a new tenant. This copy [is enclosed] OR [was provided to you on <<date>>] by <<person>>].
4. A copy of the Department for Communities and Local Government's "How to Rent: the checklist for renting in England" (the "How to Rent" guide). This [is enclosed] OR [was provided to you on <<date>>] OR [will be sent to you by email at <<email>>] and that I/the Landlord may use for the service of notices and other documents during the tenancy].
5. Certain "prescribed information" about your tenancy deposit must be provided to a tenant within 30 days of the start of the tenancy. This [is enclosed] OR [was provided to you on <<date>>].

to a new tenant. This [is enclosed] OR [was provided to you on <<date>>].

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n of your tenancy deposit must be provided to a tenant within 30 days of the start of the tenancy. This [is enclosed] OR [was provided to you on <<date>>].

Please sign and return one copy of this letter to me by <<date>>.

receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....

I confirm the tenant's receipt of this letter and the documents referred to in it.

referred to in it.

Signed \_\_\_\_\_

[For and on behalf of the] Tenant

S  
A  
M  
P  
L  
E