

[Print on Letterhead]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Property: <<Property address>>
Your tenancy dated <<date>>
Duties of occupiers of HMOs

I am writing to provide you with information about the duties of occupiers of houses in multiple occupation (HMOs).

Under Regulation 10 of The Multiple Occupation Regulations 2006 every occupier of an HMO must:

- (a) conduct himself/herself in a way that does not frustrate the landlord/manager of the HMO in the performance of his/her duties;
- (b) allow the landlord/manager to enter the accommodation or other place at any reasonable time to enter any living accommodation or other place for the purpose of carrying out any duty imposed on him/her by the Regulations;
- (c) provide the landlord/manager with any such information as he/she may reasonably require for the purpose of carrying out any such duty;
- (d) take reasonable care to avoid any damage to anything which the landlord/manager is under a duty to supply, maintain or repair;
- (e) store and dispose of litter in accordance with the arrangements made by the landlord/manager; and
- (f) comply with the reasonable requirements of the landlord/manager in respect of any means of escape from fire, or the use of fire equipment.

Please sign and return one copy of this letter to the landlord/manager.

Yours sincerely,

[For and on behalf of the] Landlord/Manager

I confirm the occupier's receipt of this letter.

Signed _____

[For and on behalf of the] occupier

Date _____

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