

[Print on Large Paper]

[Property Address]

<<Tenant's Name>>
<<Tenant's Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Tenant's Name>>

Your tenancy of <<Property Address>> [Renewal of Tenancy] OR [Statutory Periodic Tenancy]
How to Rent Guide

You may recall that, when you first rented the above property, you received a copy of the Government's publication "Checklist for renting in England".

A new version of this checklist is now available. The Landlord is required to provide you with a copy of the new version when your tenancy continues as a statutory periodic tenancy.

The new version of the checklist is provided to you on <<date>> by <<person>> OR [will be sent to you by <<person>>] at the address you have provided and have confirmed that I/the Landlord may provide you with copies of this checklist and other documents relating to the tenancy].

Please sign and return one copy of this checklist to me as a receipt.

Yours sincerely,

[For and on behalf of the] Landlord

.....
I confirm the tenant's receipt of this checklist as referred to in it.

Signed _____

[For and on behalf of the] Tenant

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