

[Print on Letterhead]

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

<<Date>>

Dear <<Tenant's Name>>

**Property: <<Property address>>**  
**Your tenancy dated <<date>>**  
**Information for occupier of HMO**

I am writing to provide you with the information required under the Regulations relating to Houses in Multiple Occupation (HMOs).

Landlord/manager of the Property. This is required under the Regulations relating to Houses in Multiple Occupation (HMOs).

1. The name of the landlord/manager of the Property.
2. The address of the landlord/manager of the Property.
3. The telephone contact number of the landlord/manager is <<telephone number>>.

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

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 \_\_\_\_\_