

[Print on Large Paper]

[Insert Address]

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

<<Date>>

Dear <<Tenant's Name>>

Your lease dated <<date>> of <<month>> <<year>>
Access to the Property to carry out works

Following the recent inspection of the property, the cause of the [damp issues] has been identified. A copy of the inspection report is enclosed for your attention. <<list details>>.

The following issues have been identified as the cause of the [damp issues]. [A copy of the inspection report is enclosed for your attention. <<list details>>].

The improvement works to be carried out are: <<insert details>>.

The works will be paid by [me] OR [the landlord/the managing agent] <<insert name of person/company>>.

The contractor carrying out the works will be [insert name of contractor].

Access will be required on <<insert date>> <<insert time>>.

The arrangements for access are as follows: [I/the landlord/the managing agent will meet the contractor at the property to allow them to enter the Property] OR [We/the landlord/the managing agent will only access the property if the contractor will need to be present at the property].

[I/the managing agent will meet the contractor at the property to allow them to enter the Property] OR [We/the landlord/the managing agent will only access the property if the contractor will need to be present at the property].

DELETE IF NOT APPLICABLE
The damp issues result from condensation through the roof. The attached Tenant Condensation Checklist is enclosed for your attention. [We will arrange to repair the roof] OR [after completion of the work] to check the roof.

The damp issues result from condensation through the roof. The attached Tenant Condensation Checklist is enclosed for your attention. [We will arrange to repair the roof] OR [after completion of the work] to check the roof.

DELETE IF NOT APPLICABLE
[I/the landlord/the managing agent] will arrange to hire a dehumidifier for [eg two weeks, a month, six months, >>] OR [after completion of the work] to check the condition of the property.

[I/the managing agent] will arrange to hire a dehumidifier for [eg two weeks, a month, six months, >>] OR [after completion of the work] to check the condition of the property.

I trust that the above arrangements are acceptable. If you have any concerns or are unable to provide access, please contact me and return one copy of this letter to me.

Please let me know immediately if you have any concerns or are unable to provide access on the proposed date or time. Please also sign and return this letter.

Yours sincerely,

[For and on behalf of]

I confirm the tenant's acceptance of the arrangements for the works set out in it.

Signed _____

[For and on behalf of]

S

A

M

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acceptance of the arrangements for the works set