

[Print on landlord's contract or insert address]

<<Contract-holder's name >>  
<<Contract-holder's address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear <<Contract-holder's Name>>

**Your occupation contract dated <<date>> at <<address>>**  
**Occupation contract information**

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

1. A copy of the signed occupation contract [is enclosed] **OR** [was provided to you on <<date>> by <<person>>].
2. The address at which notices may be found in the attached Form RHW2 Notice of Landlord's Rights.
3. A valid energy performance certificate [is enclosed] **OR** [was provided to you on <<date>> by <<person>>].
4. A copy of the last gas safety check [is enclosed] **OR** [was provided to you on <<date>> by <<person>>].
5. A copy of the latest electrical safety report must be given to a new tenant. This [is enclosed] **OR** [was provided to you on <<date>> by <<person>>].
6. A copy of "A Home in the City: A Guide for Tenants in Wales" [is enclosed] **OR** [was provided to you by <<person>>] **OR** [will be sent to you by email at the address provided and have confirmed that I/the Landlord may use for sending you other documents relating to the occupation contract].
7. Certain "required information" regarding your occupation contract deposit. This [is enclosed] **OR** [was provided to you on <<date>> by <<person>>].
8. [A copy of the agreed check-in report [is enclosed] **OR** [was provided to you on <<date>> by <<person>>].]
9. [For completeness, the smoke and carbon monoxide alarms were checked on <<date>> and were in proper working order. You were present when the alarms were tested and shown how to use them. [is enclosed].]

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

Yours sincerely,

[For and on behalf of]

I confirm the receipt of the documents referred to in it.

Signed \_\_\_\_\_

[For and on behalf of]

Encs: [Occupation  
[Form RHW2  
[EPC]  
[Gas safety c  
[EICR]  
[A Home in t  
[Required in  
[Inventory]

[Guide]  
[rotection]