

LETTER REQUESTING LANDLORD'S DETAILS FROM AGENT - EXAMPLE

- Cut and paste the text of the letter below into a new word document.
- Where there are square brackets, you are required to insert information, if prompted, or make a choice whether to include the words in square brackets or not.
- When sending, obtain a certificate of posting from the post office (free of charge) or send recorded delivery.
- Always keep a copy of your letter, and make a note of the deadline for response in your diary or on your calendar.

[Your name and current address here]

[Date of your letter here]

[Agent's name and address here]

Dear [Agent's name here]

[ADDRESS OF THE PROPERTY YOU RENT(ED) HERE]

I am the [former] tenant of the above property. My assured shorthold tenancy agreement is dated [date of agreement here].

Under section 1 of the Landlord and Tenant Act 1985, I hereby request you to provide me with a written statement of the landlord's name and address within the period of 21 days beginning with the day on which you receive this request.

You should be aware that a person who, without reasonable excuse, fails to comply with this request commits a summary offence and is liable on conviction to a fine not exceeding level 4 on the standard scale, which currently stands at £2,500.

I look forward to receiving your prompt reply.

Yours sincerely

[sign here]

[print your full name here]