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| --- |
| [TENANTNAME]  [ADDRESS LINE 1]  [ADDRESS LINE 2]  [COUNTY]  [POST CODE] |
| **Private & Confidential**  [Name of Landlord]  [ADDRESS LINE 1]  [ADDRESS LINE 2]  [ADDRESS LINE 3]  [ADDRESS LINE 4]  [COUNTY]  [POST CODE] |

[INSERTDATE]

Dear Sir / Madam

**RE: [TENANTNAMEADDRESSOFPROPERTY]**

This letter has been prepared in accordance with the Pre-Action Protocol for Housing Conditions Claims (England), which can be found at: [https://www.justice.gov.uk/courts/procedure-rules/civil/protocol/prot\_hou.](https://www.justice.gov.uk/courts/procedure-rules/civil/protocol/prot_hou.%20)

**Housing Conditions**

The following defects exist at the property. [Insert description provided by tenant when they summarise the damage.]

I enclose a schedule of conditions which sets out the defects in each room.

The history is as follows:

DD/MM/YYYY – I contacted my landlord via email.]

The defects at the property are having the following effects. [Insert description provided by tenant when they summarise the effect].

Please arrange to inspect the property as soon as possible. Access will be available on the following dates and times:

[DD/MM/YYY between 00:00 and 00:00 (ie 24 hour clock)]

If you intend to carry out works at this stage, please set out a full schedule of intended works including anticipated start and completion dates and a timetable for the works.

**Disclosure**

Please also provide within 20 working days of this letter all relevant records or documents including:

1. a copy of the tenancy agreement including the tenancy conditions;
2. the tenancy file;
3. documents relating to notice of defects given, including copies of any notes of meetings and oral discussions;
4. inspection reports or documents relating to works required to the property; and
5. relevant computerised records.

**Claim**

I take the view that you are in breach of your obligations relating to housing conditions. Please provide me with your proposals for compensation.

Yours faithfully,

[TENANTNAME]