

Template Letter A – For use by social and private tenants – to the landlord or managing agent

Landlord/managing agent name and address

Date

Dear **(landlord/managing agent name)**

RE: (ADDRESS OF PRIVATE RENTED PROPERTY)

I write to you as I have concerns about damp and mould issues at my rental property.

Housing Conditions

The following defects appear to exist at the property:

List of problems at the property **[delete or add to this list as needed]:**

The defects at the property could present a risk to **my/myself and my family's [delete as needed]** health and wellbeing.

Please arrange to inspect the property as soon as possible and arrange for any necessary remedial works to be carried out. Access will be available by contacting **[insert contact number for tenant and name]**.

Can you also provide me with details of what remedial works you intend to undertake and the timescales for completion.

Your duty

In accordance with sections 9A, 10 and 11 of the Landlord & Tenant Act 1985 and section 4 of the defective premises act 1972, you have a legal duty to:

- maintain the property in state that is fit for human habitation,
- rectify any defects,
- Take steps to ensure the tenant and their occupants would be reasonably safe from personal injury or from damage to their property caused by any defect(s).

Please respond in 14 days to provide details of what action you intend to take to remedy the issues.

Yours faithfully,

[Name]

[Address]