

## Request Notice

**Secretary of a Tenants' Association requiring the landlord to provide information about tenants who are not members of the association**

**The Tenants' Associations (Provisions Relating to Recognition and Provision of Information) (England) Regulations 2018**

In connection with the building/estate known as *[give address of the building/estate]*

To: *[state name and address of landlord]* or

To: *[state name and address of landlord and of the managing agent appointed by the landlord if the notice is served on the landlord's managing agent]*

From: *[state name and address of secretary of the relevant tenants' association]*

TAKE NOTICE THAT:

1. I am the Secretary of ..... *[give full name of the relevant tenants' association]* ("The Association") whose postal address is *[state full postal address]* and whose email address is *[state email address]* (to be included where the Association has an email address) and a schedule listing the relevant qualifying tenants who are members of the Association appears at the end of this notice.
  
2. I require you as the landlord to provide the following information that is in your possession as landlord or in the possession of your managing agent and relates to a relevant qualifying tenant-
  - a) Their name;
  - b) The address of the dwelling for which they pay a service charge;
  - c) Any address to which service charge demands for them are sent;
  - d) Their email address

Signed: *[Signature of secretary of the Association]*

Dated:

## STATEMENT

The information being requested by this request notice will be used only to ask the relevant qualifying tenants concerned if they wish to become members of the Association

Signed: *[Signature of secretary of the Association]*

Dated

SCHEDULE OF RELEVANT QUALIFYING TENANTS WHO ARE MEMBERS OF THE ASSOCIATION

	<b>Name and address of each tenant</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>etc</b>	