

DATE:

Dear Sir/Madam

Re: Housing Conditions at:

This letter is to report concerns about conditions at the property which I rent from you. I have noted the following defects present at the premises:

Tick if continued on separate page

I confirm these defects have not been caused by members of this household acting in an un-tenant like manner.

Please contact me **within 14 days** of the date of this letter to either arrange for repairs to be carried out (minimum 24 hours' notice required) or to advise what other actions you intend to take to resolve the issues and when the repairs are likely to be completed. I understand that if I am not satisfied with the actions taken within this time, I can contact the Local Authority and ask them to investigate the matter under the Housing Act 2004.

Yours faithfully,

Print name

Notes:

You must have an assured shorthold tenancy to use this letter template. For any other type of tenancy, you should first contact the Housing Enforcement officer at North Kesteven District Council on 01529 414155.

You must put a date on the letter

You should detail poor or unsafe conditions resulting from things like dampness, ineffective heating, electrical problems etc. If you list decoration, paint or floor finish defects, the Council cannot help you with these matters.

You should hand deliver the letter to your landlord or send it first class post. Make a note of the date/time that you handed it over or posted it.

If, after 14 days the landlord does not respond, or their response is inadequate (eg. the landlord does not provide a description of the action he proposing to take and a reasonable timescale in which the action would be taken), contact the Housing Enforcement officer at North Kesteven District Council on 01529 414155.

If you are issued with a S.21 Notice under the Housing Act 1988 to quit after you have sent this letter to your landlord, this may be an illegal action under Deregulation Act 2015. Contact the Housing Enforcement officer at North Kesteven District Council on 01529 414155 for more information.