

LETTER OF INSTRUCTION TO EXPERT

(i) LETTER FROM SOLICITOR

Dear

RE: TENANT'S NAME AND ADDRESS OF PROPERTY

We act for the above named in connection with a housing disrepair claim at the above property. We are using the Housing Disrepair Protocol. *We enclose a copy of the Protocol for your information.**

Please carry out an inspection of the above property by (date)** and provide a report covering the following points:-

- (a) whether you agree that the defects are as claimed
- (b) whether any of the defects is structural
- (c) the cause of the defect(s)
- (d) the age, character and prospective life of the property.

Access will be available on the following dates and times:- (list dates and times as appropriate)

*You are instructed as a single joint expert / The landlord is (landlord's name and details) / The landlord will be providing you with their own instructions direct / The landlord will contact you to confirm that their expert will attend at the same time as you to carry out a joint inspection.**

Please provide the report within 10 working days of the inspection. Please contact us immediately if there are any works which require an interim injunction.

If the case proceeds to court, the report may be used in evidence. In order to comply with court rules we would be grateful if you would insert above your signature a statement that the contents are true to the best of your knowledge and belief. We refer you to part 35 of the Civil Procedure Rules which specifies experts' responsibilities, the contents of any report, and the statements experts must sign.

Insert details as to cost and payment.

Yours sincerely,

* *Delete as appropriate*

** *The date to be inserted should be 20 working days from the date of the letter, in accordance with paragraph 3.6(f) of the Protocol.*

(ii) **LETTER FROM TENANT**

Dear

RE: YOUR NAME AND ADDRESS OF PROPERTY

I am currently in dispute with my landlord about disrepair at the above property. I am using the Housing Disrepair Protocol. *I enclose a copy of the Protocol for your information.**

Please carry out an inspection of the above property by (date)** and provide a report covering the following points:-

- (a) whether you agree that the defects are as claimed
- (b) whether any of the defects is structural
- (c) the cause of the defect(s)
- (d) the age, character and prospective life of the property.

Access will be available on the following dates and times:- (list dates and times as appropriate)

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