

EARLY NOTIFICATION LETTER

(i) LETTER FROM SOLICITOR

To Landlord

Dear Sirs,

RE: TENANT'S NAME AND ADDRESS OF PROPERTY

We are instructed by your above named tenant. *(Include a sentence stating how the case is being funded.)* We are using the Housing Disrepair Protocol. We enclose a copy of the Protocol for your information.*

Repairs

Your tenant complains of the following defects at the property *(set out nature of defects)*.

*We enclose a schedule, which sets out the disrepair in each room.**

You received notice of the defects as follows: *(list details of notice relied on)*.

Please arrange to inspect the property as soon as possible. Access will be available on the following dates and times:- *(list dates and times as appropriate)*

Please let us know what repairs you propose to carry out and the anticipated date for completion of the works.

Disclosure

Please also provide within 20 working days of receipt of this letter, the following: -

All relevant records or documents including:-

- (i) copy of tenancy agreement including tenancy conditions
- (ii) documents or computerised records relating to notice given, disrepair reported, inspection reports or repair works to the property.

We enclose a signed authority from our clients for you to release this information to ourselves.

We also enclose copies of the following relevant documents from our client:-

Expert

If agreement is not reached about the carrying out of repairs within 20 working days of this letter, we propose to jointly instruct a single joint expert (*insert expert's name and address*) to carry out an inspection of the property and provide a report. We enclose a copy of their CV, plus a draft letter of instruction. Please let us know if you agree to his/her appointment. If you object, please let us know your reasons within 20 working days.

If you do not object to the expert being instructed as a single joint expert, but wish to provide your own instructions, you should send those directly to (*insert expert's name*) within 20 working days of this letter. Please send to ourselves a copy of your letter of instruction. If you do not agree to a single joint expert, we will instruct (*insert expert's name*) to inspect the property in any event. In those circumstances, if you wish to instruct your expert to attend at the same time, please let ourselves and (*insert expert's name*) know within 20 working days of this letter.

Claim

Our client's disrepair claim requires further investigation. We will write to you as soon as possible with further details of the history of the defects and of notice relied on, along with details of our client's claim for general and special damages.

Yours faithfully,

** Delete as appropriate*

(ii) LETTER FROM TENANT

To Landlord

Dear

RE: YOUR NAME AND ADDRESS OF PROPERTY

I write regarding disrepair at the above address. I am using the Housing Disrepair Protocol. *I enclose a copy of the Protocol for your information.**

Repairs

The following defects exist at the property (*set out nature of defects*).

*I enclose a schedule which sets out the disrepair in each room.**

Please arrange to inspect the property as soon as possible. Access will be available on the following dates and times:- (*list dates and time as appropriate*)

You received notice of the defects as follows: (*list details of notice relied on*).

Please let me know what repairs you propose to carry out and the anticipated date for completion of the works.

Disclosure

Please also provide within 20 working days of receipt of this letter, the following: -

All relevant records or documents including:-

- (i) copy of tenancy agreement including tenancy conditions
- (ii) documents or computerised records relating to notice given, disrepair reported, inspection reports or repair works to the property.

I also enclose copies of the following relevant documents:- (*list documents enclosed*)

Expert

If agreement is not reached about the carrying out of repairs within 20 working days, I propose that we jointly instruct a single joint expert (*insert expert's name and address*) to carry out an inspection of the property and provide a report. I enclose a copy of their CV, plus a draft letter of instruction. Please let me know if you agree to his/her appointment. If you object, please let me know your reasons within 20 working days.

If you do not object to the expert being appointed as a single joint expert but wish to provide your own instructions, you should send those directly to (*insert expert's*

name) within 20 working days. Please send a copy of your letter of instruction to me. If you do not agree to a single joint expert I will instruct (*insert expert's name*) to inspect the property in any event. In those circumstances if you wish your expert to attend at the same time, please let me and (*insert expert's name*) know within 20 working days.

Claim

I will write to you as soon as possible with further details of the history of the defects and of notice relied on, along with details of my claim for general and special damages.

Yours sincerely,

** Delete as appropriate*