Name

Address

Date

**Warning for Failure to allow access for works/cancellation**

**Reference: (Rented property address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear

It is essential that required maintenance works are dealt with promptly to ensure that *the property is kept to a good standard. It has been established that repair/maintenance items must be addressed in your property, namely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ancillary works.*

There is a legal obligation on you under Section 16 of the Residential Tenancies Act 2004 as amended, to allow the landlord, or any person or persons acting on the landlord's behalf, reasonable access to the dwelling for the purposes of allowing any works (the responsibility for the carrying out of which is that of the landlord) to be carried out.

Dates have been sought and agreed with both you and the contractor but you have not allowed access on several of these occasions. There is a cost incurred when a job is cancelled, and it can a result in contractors refusing to carry out the works with resultant difficulties for a property owner in complying with their obligation under the Housing (Standards for Rented Houses) Regulations.

The contractor is available on \_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_. If this date does not suit you please liaise directly with the contractor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whose phone number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Failure to allow access on the agreed date and time may result in the termination of your tenancy plus costs for the contractor’s downtime.

Please take this as a formal notice in writing of a breach of your obligations in relation to the above referenced tenancy and the landlord is entitled to terminate the tenancy if the breach of denying access is not addressed within one month from the date of this letter.

Yours sincerely,