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applies in
England. To
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it also applies in
Wales, please
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www.wales.
gov.uk.

LANDLORD AND TENANT ACT 1985

Sections 20 and 20ZA

Notice of Intention to Enter into Long Term Agreement

(Note 1)

(1) Name and
address of
recipient
(Note 2).

To (1):

(2) Address
of landlord's
property in
which the
dwelling is
included.

The landlord of (2):

(3) Note 3.

tends to enter into an agreement for the premises [described below] (3) [whose description is available
in respect of the place and times specified below] (3)

(4) Note 4.

the landlord's reasons for entering into the agreement are as follows (4):

(5) Specify
address.

You are invited to send written observations on the proposed agreement to (5)

(6) Note 5.

to be delivered no later than (6)

You are also invited to propose within the same period in the name of anyone the landlord should try to obtain a estimate from.

to

Signed

(7) Name and address.

[Landlord] (7):

[Landlord's agent] (7):

NOTES

1. A landlord must give advance notice of intention to enter into a long term agreement. Otherwise the term of contribution is limited to £100. The appropriate tribunal may dispense with consultation requirements, where the agreement is within the EU procurement rules. A different form of notice is needed for 'long term' means more than twelve months.
2. This notice must be given to each tenant and to the recognised tenants association if there is one.
3. Delete whichever does not apply, and either
 - describe in general terms on the form the goods or services to be provided or the works to be carried out.
 - specify on the form the place and hour at which a description of those goods, services or works are inspected.
4. State the landlord's reasons for entering into an agreement and where works are included, state in addition the landlord's reasons for considering that those works are necessary.
5. Specify a date 30 days ahead beginning with the date of the notice.