

Request to **inspect service charge** supporting documents



Use this form to request access to inspect documents supporting a Summary of Service Charge Costs previously provided to you under Section 21 of the Landlord and Tenant Act 1985. This request is made under Section 22 of the Act.

Who is eligible to make this request?

You can make this request if you are responsible for paying a variable service charge for the property, or if you are submitting the request on behalf of a recognised tenants' association, and you have received a Summary of Service Charge Costs for the property within the last six months. We may contact you to confirm your eligibility before processing your request.

You details

Full name

Property address

Customer reference
number (if known)

Email address

Telephone number

Inspection preference

☐

Documents provided electronically

☐

View supporting documents at a GreenSquareAccord office

☐

No preference

Please note

Supporting documentation is generally held electronically. Where requested, arrangements can be made for customers to view electronic records at a GreenSquareAccord office. Physical copies may be provided on request. A reasonable copying charge may apply. An estimate of the cost will be provided before any copies are produced.

Eligibility

I confirm that:

☐

I am entitled to request this information in relation to the property listed above

☐

I have received a Summary of Service Charge Costs for this property within the last six months

Please turn over >

Request to **inspect service charge** **supporting documents**



We will acknowledge receipt of your request and may contact you if we need any further information to process it.

Where to send your request

Please send your completed form to servicechargestatutoryrequests@greensquareaccord.co.uk. Upon receipt, we will review your request and contact you if any further information is required to process it.

Privacy notice

The information you provide will be used to process your request and verify your entitlement to receive the information requested.