

**DELETE ALL RED WRITING ONCE FILLED IN AND NOTICE COMPETED**

**Notice to inspect Certified Service Charge Accounts and  
Service Charge Bank Statement.**

[Enter property address]

[The next line puts the top authority down to the person dealing with this notice within full and actual knowledge of the contents of this notice]

**Notice to Principal is notice to Agent, notice to Agent is notice to Principal.**

[The next line is important and to do this in the email copy the email to proofofdelivery@the same server name the notice is being sent to.com

This will come back to you as undeliverable as this is not a valid email address and is your proof of service to the recipients (who you are sending the email to) server]

**Service By Email In Accordance With Email Proof Of Delivery Precedence Set In**

"CASE PT-2018-000160: NOTE OF HEARING ON 1 MARCH 2018, BEFORE CHIEF MASTER MARSH"

**TO:** [the company name and address and]

**FAO:** .....

**FROM:**[Enter your name]

**1** - I request to inspect the Certified Accounts for year ending [date accounts period is specified in lease], with supporting documentation for the above property as legislated in accordance with [Commonhold and leasehold reform act 2002, section 154 Inspection etc of documents](#) 22(1), and in accordance with 22 (6) within the next 21 days from receipt of this notice .

**2** - At the same time I request to inspect the Service Charge Bank Statement as legislated in [Commonhold and leasehold reform act 2002, section 156 Service Charge contributions to be held in a separate account](#) section (1), 42A (3) , and in accordance with section (6) within the next 21 days from receipt of this notice.

**3** - As heard, decided and directed by the [First Tier Tribunal case MAN/00BY/LSC/2019/0003](#) supporting documents include;

**a - Directions at 2:** may include "electronic" invoice copies and in their absence a written statement as to why it is deemed a relevant expense ,

**b - The Hearing at 29, 30 and 31, Decision at 39 and Directions at 3:** original bank statements where only other tenants sort codes and or account numbers may be redacted, and

**c - Directions at 4:** a payment allocation showing how the claimed expenses were paid for out of the service charge account.

**4** - Failure to make the accounts available for inspection or failure to provide an original bank statement, or failure to supply supporting documentation as legislated in [Commonhold and leasehold reform act 2002, section 152 Statement of Accounts](#) 21A (1)(a) and (b) will result in my withholding further service charge payments to the extent legislated at (2) until the accounts and supporting documentation exactly or substantially comply at (3).

Signed by [Your name], this [date]