



Landlord and Tenant Act 1985

1985 CHAPTER 70

Service charges

21 Request for summary of relevant costs.

- (1) A tenant may require the landlord in writing to supply him with a written summary of the costs incurred—
 - (a) if the relevant accounts are made up for periods of twelve months, in the last such period ending not later than the date of the request, or
 - (b) if the accounts are not so made up, in the period of twelve months ending with the date of the request,and which are relevant costs in relation to the service charges payable or demanded as payable in that or any other period.
- (2) If there is a recognised tenants' association for the building and the tenant consents, the request may be made by the secretary of the association instead of by the tenant and may then be for the supply of the summary to the secretary.
- (3) A request is duly served on the landlord if it is served on—
 - (a) an agent of the landlord named as such in the rent book or similar document, or
 - (b) the person who receives the rent on behalf of the landlord;and a person on whom a request is so served shall forward it as soon as may be to the landlord.
- (4) The landlord shall comply with the request within one month of the request or within six months of the end of the period referred to in subsection (1)(a) or (b) whichever is the later.
- (5) The summary shall set out the costs in a way showing how they are or will be reflected in demands for services charges.
- (6) If there are more than four flats in the building or the costs also relate to another building, the summary shall be certified by a qualified accountant as—
 - (a) in his opinion a fair summary complying with the requirement of subsection (5), and

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- (b) being sufficiently supported by accounts, receipts and other documents which have been produced to him.