

# Request EICR Letter

Tenant letter template requesting EICR copy from landlord

Company: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Ref: \_\_\_\_\_

## Your Details

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Date: \_\_\_\_\_

## Landlord / Agent Details

Landlord / Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Letter

Dear [Landlord/Agent Name],

Re: Request for Electrical Installation Condition Report (EICR)

Property: [Your Address]

I am writing to request a copy of the current Electrical Installation Condition Report (EICR) for the above property.

Under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, landlords are required to:

- Ensure electrical installations are inspected and tested by a qualified person at least every 5 years
- Provide a copy of the EICR to existing tenants within 28 days of the inspection
- Provide a copy to new tenants before they occupy the property
- Provide a copy to the local authority within 7 days if requested

I have not received a copy of the current EICR for this property. Please provide this within 28 days of this letter, as required by the regulations.

If an EICR has not been carried out, I would ask that you arrange an inspection as soon as possible to ensure the electrical installation is safe.

Please be aware that failure to comply with these regulations may result in the local authority issuing a remedial notice and financial penalties of up to £30,000.

I look forward to receiving the EICR.

Yours sincerely,

[Your Name]

## Record of Sending

Method	Date Sent	Reference
Email		
Recorded post		
Hand delivered		

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