

Your address

Date

Gas Safety record request

Dear [Insert landlord or letting agent's name here]

I am writing to request a copy of the Gas Safety Record for [insert your address here].

Either: I moved in on [insert date] and have not yet received this information, which is required by law to comply with the Gas Safety (Installation and Use) Regulations 1998.

Or: The inspection was carried out on [insert date] and I have not yet received a copy of the record.

According to the law, you must carry out gas safety checks every 12 months and provide a copy of the certificate of Gas Safety to tenants within 28 days of the inspection. New tenants should receive a copy of the certificate when they move in, and you must keep a record of the check for two years.

If you do not know whether or not a gas inspection has taken place, include the following two paragraphs

If a gas inspection has not been carried out at the property within the last 12 months, please arrange to do so immediately. Gas safety inspections are required for all gas appliances at the property, including ovens, central heating boilers, fires and hand-held appliances, and can only be carried out by a Gas Safe registered engineer.

You can find a Gas Safe engineer by visiting www.gassaferegister.co.uk or calling 0800 408 5500. If someone other than a Gas Safe registered engineer undertakes gas work, they are breaking the law and could put lives at risk.

Please supply the Gas Safety Record for my property within 10 days of receipt of this letter.

I look forward to hearing from you.

Yours sincerely

[your name]