[YOUR NAME]

[YOUR ADDRESS — FLAT / UNIT / BUILDING / STREET]

[POSTCODE]

[DATE]

[LANDLORD NAME]

[LANDLORD ADDRESS]

[DATE]

Dear [LANDLORD / SIR / MADAM / NAME],

\*\*Re: Request for Routine Maintenance Permission — [PROPERTY ADDRESS]\*\*

I hope you are well. I am the tenant of [FULL PROPERTY ADDRESS INCLUDING FLAT OR UNIT NUMBER], and a CHC Member under the \*\*Community Home Care Membership Scheme\*\* operated by \*\*Renovate Community Repair C.I.C (“RCR”)\*\*.

Through this membership, I have access to general maintenance services — including minor repairs and upkeep — which help ensure the property remains safe, functional, and in good condition. In addition to supporting upkeep of my home, the scheme also helps vulnerable households in the community who cannot afford urgent repairs. By granting this request, you are supporting the maintenance of your property and a positive community initiative.

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***Description / Scope of Works***

The tasks I am seeking permission for could potentially include one or more of the following:

• Handyman tasks (e.g. adjusting doors, fixing or fitting handles, patching plaster, light carpentry)

• Minor plumbing (e.g. dripping taps, re-sealing joints, replacing washers, small leaks)

• Basic electrical (e.g. changing light fittings, switches, or sockets – \*\*not\*\* major rewiring)

• Weatherproofing (e.g. caulking, resealing doors/windows to prevent damp or drafts)

• Small repairs in kitchens or bathrooms (e.g. grout, tile repair)

• Maintenance of fixtures and fittings (e.g. hinges, rails, cabinet parts)

• Other minor home maintenance tasks which do not affect structure or layout

All works will be \*\*non-structural\*\*, preserving the existing layout and fabric of the building. If a task involves a structural change or major alteration, I (or RCR) will seek your \*\*separate written approval\*\* before anything begins.

***Consent, Objection & Notice***

- I am requesting your \*\*written permission\*\* (via email or letter) to proceed with the above-described maintenance under my CHC Membership.

- If you have any \*\*objections, restrictions, or conditions\*\*, please notify me in writing within \*\*14 days\*\* of the date of this letter.

- If I do \*\*not receive any written objection 14 days from the date of this letter, I will treat this as permission granted to proceed (in accordance with the terms stated here).

- Once permission is given (or assumed), I will enrol with RCR as a Community Home Care Member.

***Standards, Liability & Insurance***

1. Works will be carried out by qualified, insured tradespeople appointed by RCR.

2. All work will follow appropriate health and safety rules, building regulations, and codes of practice.

3. Reasonable care will be taken to protect finishes, fittings, and surfaces. Any \*\*accidental damage\*\* caused during the job will be repaired or made good.

4. RCR and its contractors \*\*are not liable\*\* for indirect or consequential loss, except in cases of \*\*gross negligence or deliberate misconduct\*\*.

***Insurance, Title & Indemnity***

By granting permission — or not objecting within 14 days — you confirm that:

- The property’s insurance \*\*will not be affected\*\* by these works, or you have notified your insurer.

- There are \*\*no restrictions\*\* (e.g. lease terms, covenants, planning rules) that would prohibit the proposed maintenance.

- You \*\*indemnify me (the tenant)\*\* against any third-party or title-related claim that may arise, provided the work is carried out lawfully and under this agreement.

***Tenant Responsibility & Disclaimer***

I understand and confirm that:

- It is \*\*my legal responsibility\*\* as the tenant to obtain your permission before maintenance is arranged.

- RCR has clearly advised me of this requirement.

- \*\*RCR accepts no liability\*\* for any disputes or claims that arise from my failure to inform you or obtain your consent in advance.

- I will not hold RCR responsible for any related costs, losses, or objections resulting from this notice — as long as the work is carried out properly and in good faith.

***Next Steps***

If I do not receive a written objection by \*\*[INSERT DEADLINE DATE]\*\*, I will proceed to arrange the work as per my CHC Membership Scheme. All works will comply with the terms above and be conducted with care and notice.

I would be grateful for your confirmation in writing. If you work through an agent or property manager, please feel free to copy them in as well.

Thank you again for considering this request.

Kind regards,

[SIGNATURE — TENANT TO SIGN AFTER PRINTING]

[PRINTED NAME]

[EMAIL ADDRESS]

[PHONE NUMBER]

cc: [LETTING OR PROPERTY MANAGEMENT AGENT NAME, IF APPLICABLE]

cc: RCR (for tenant records only – no action required)