



Leasehold Department
Plymouth Community Homes
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LEASEHOLDER
Address 2
Address 3
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SENT TO ALL LEASEHOLDERS W/C 3/3/25

Dear LEASEHOLDER

RE: IMPORTANT ELECTRICAL AND GAS SAFETY INFORMATION - LEASEHOLD ADDRESS

As part of our continuing work to ensure our buildings are maintained to the highest possible safety standards, Plymouth Community Homes (PCH) strongly recommend that you arrange for an annual gas safety check of all gas appliances and flues at your property. These checks must be undertaken by a qualified gas engineer who is a member of the Gas Safe Register. You can find and / or check a gas engineer at:

<https://www.gassaferegister.co.uk/>

PCH also strongly recommend that you arrange a 5-year electrical safety check (or sooner if recommended). This must be undertaken by a qualified electrician registered with the NICEIC or equivalent.

Once these checks have been completed, would you please forward copies or clear photographs of the certificates for our records; these can be emailed to:

lease.hold@plymouthcommunityhomes.co.uk

If you have a solid fuel appliance, again we strongly recommend that you have your chimney swept at least once a year by a qualified chimney sweep. On completion we ask that you forward copies or clear photographs of the certificate issued by your sweep for our records; these can also be emailed to:

lease.hold@plymouthcommunityhomes.co.uk

For your safety it is recommended that a heat detector, smoke and carbon monoxide alarms are installed within your property.

SUBLETTING

If you sublet your property, could you please complete the attached form and return to us in the prepaid envelope as we need to update the records we hold for sublet properties, even if you have provided this to us before.

As you are a landlord, it is a legal requirement for you to arrange for gas and electrical safety checks to be carried out for your sublet property. Please forward copies of certificates to us for our records at lease.hold@plymouthcommunityhomes.co.uk

More information on Landlord's Duties can be found at:

<https://www.hse.gov.uk/gas/landlords/> and

<https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities/guide-for-landlords-electrical-safety-standards-in-the-private-rented-sector>

If you do have any concerns or questions, please contact the leasehold team on 01752 388094.

Yours sincerely

The Leasehold Team
Plymouth Community Homes