TenancyVault

EICR Report — Service Letter Template

Electrical Safety Notice & Record of Service

England

Attach the EICR. In England, give existing tenants a copy within 28 days of inspection, new tenants a copy before occupation, and prospective tenants a copy within 28 days of request. This letter is not an inspection report.

FROM (LANDLORD / AGENT) _____ TO (TENANT NAME) _____ DATE _____

SUBJECT: ELECTRICAL INSTALLATION CONDITION REPORT — _____ [PROPERTY ADDRESS]

Dear _____,

I am writing to inform you that an Electrical Installation Condition Report (EICR) has been carried out at the property at:

_____

Date of inspection: _____

Inspector Details:

REGISTERED ELECTRICIAN / CONTRACTOR NAME _____ NICEIC / NAPIT REGISTRATION NO. _____ COMPANY NAME _____

EICR Outcome Code: ☐ **C1** (Danger — immediate action required) ☐ **C2** (Potentially dangerous) ☐ **C3** (Improvement recommended) ☐ **FI** (Further investigation required) ☐ **Satisfactory**

Please find enclosed / attached:

- ☐ A copy of the EICR report
- ☐ Remedial works completion certificate (if applicable)

Next inspection due: _____ (at most 5 years; use a shorter interval if specified)

If you have any questions regarding the report or any remedial works required, please contact me using the details below.

Yours sincerely,

_____

LANDLORD / AGENT SIGNATURE

PRINTED NAME _____ DATE _____ TEL / EMAIL _____

SERVICE RECORD (FOR LANDLORD'S USE ONLY)

DATE SERVED

METHOD ☐ EMAIL ☐ POST ☐ IN PERSON ☐ PORTAL

TENANT ACKNOWLEDGED ☐ YES ☐ NO

DATE ACKNOWLEDGED

C1 means immediate danger: act immediately. Complete required remedial work or further investigation within 28 days or the shorter period specified. C2 and FI also need action. Supply written completion confirmation with the report to tenants and the council as required.