

Dear Sir / Madam

Re: Application for a House in Multiple Occupation Licence at

Property Address

In regards the above named property I write to inform you that I have applied for a Licence to operate as a House in Multiple Occupation under Part 2 of the Housing Act 2004. The application has been made to the Local Housing Authority Bath and North East Somerset: Lewis House 3-4 Manvers Street BA1 1JG.

I am the owner / proposed licence holder / manager (delete as necessary) of the property making the application and can be contacted on:

Address:

Tel:

Email:

If applicable The proposed licence holder is:

Name(s) / Company Name:

Address:

Tel:

Emai:

The application was submitted on DATE via an online / paper application (delete as necessary). The reference for the application is: **XXX**

If you have any queries regarding the application or property please contact myself or the proposed licence holder.

Yours sincerely / faithfully

Name

Sign