

# Energy Performance Certificate Release Form

Property Address:	
Landlord / Agent:	
Tenant(s) name:	
Date:	
EPC Reference #:	

## USING YOUR PERSONAL INFORMATION

Personal information which you have supplied to us may be used in a number of ways, for example:

- to confirm you have received a valid copy of the EPC before a tenancy has commenced
- where legally required to be shared

### Landlord & Agent

The landlord may share your information to an agent for the purpose of dealing with this application and any tenancy on behalf of the landlord. If the information has been given to an agent, the agent may share your information with the landlord. This includes any reports obtained.

### If a tenancy is granted

Where a tenancy or licence is offered or granted, the information you have provided will be used for the preparation of an agreement and any prescribed information.

More information about the use of your information during and after a tenancy or licence will be found in the agreement.

### If a tenancy is NOT granted

Where a tenancy or licence is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed.

### Access to your personal information

Under the Data Protection Act 1988 and the General Data Protection Regulations 2016, you have the right to know what information we hold about you.

Upon request the landlord/agent will provide you with information about the personal information we hold about you.

I/We confirm that we have been provided with a valid Energy Performance Certificate for the property listed above, before entering a tenancy agreement.

Tenant 1 Name:	
Tenant 1 Signature:	
Date:	

Tenant 2 Name:	
Tenant 2 Signature:	
Date:	

## EXTRA NOTES

This release form and the details below are suitable for private residential landlords in England & Wales.

Landlords in England & Wales need to provide an EPC whenever a home in the social or private rented sector is let to a new tenant.

You must make the EPC available free of charge to prospective tenants at the earliest opportunity. This should be when they are first given written information about the property or view it, and before any rental contract is entered into.

EPCs are valid for 10 years and can be reused as many times as required within that period. It is not necessary to commission a new EPC each time there is a change of tenant although landlords may commission EPCs for these properties at any time to prepare for a change in tenant.

If a newer EPC has been produced for a home within the ten year period, only the most recent one is valid.

The EPC provides prospective tenants with information about how energy efficient a property is that they are considering renting.

An EPC is not required for any property that was occupied before 1 October 2008 and which continues to be occupied after that date by the same tenant.

**Please note:** This is for information purposes only. It is not intended to constitute legal or other professional advice or be a legally binding document. We'd always recommend you seek legal or professional advice if you wish to use it.