<insert name>

<insert address>

<insert address>

<insert address>

<insert address>

<insert postcode>

Dear <interested party>

**NOTIFICATION OF RENEWING A HOUSING IN MULIPLE OCCUPATION APPLICATION**

I <insert name>, of <insert address> <insert postcode> wish to advise you that I have applied to renew a licence for a house in multiple occupation under Section 63 of the Housing Act 2004 to Rhondda Cynon Taf County Borough Council, Public Health and Protection, Licencing Team, Ty Elai, Williamstown, CF40 1NY. This application dated <insert date> is in respect of the property known as:

<enter HMO address>

<enter HMO postcode>

My contact details are as follows:

Telephone <enter telephone number>

Fax <enter fax number>

E-mail <enter e-mail address>

The name, address and contact details of the proposed licence holder is as follows (if different to above):

Name of licence holder <insert name>,

Address of licence holder <insert address> <insert postcode>

Telephone <enter telephone number>

Fax <enter fax number>

E-mail <enter e-mail address>

Yours sincerely

<insert signature>

<insert name>