[Date]

[Your name]

[Your address]

[Landlord’s name]

[Landlord’s address]

Dear [Landlord’s name]

## Re: Access for prospective purchasers under clause 81 at [address]

I write in response to your letter dated [date] requesting me to allow prospective purchasers to access my home. I am happy to co-operate. I would like to suggest that we adopt the following access plan:

* access take place between the hours of [time 1] and [time 2] on [day]. Please instruct your agents to direct anyone who wishes to inspect the property to come at that time only.
* Further access by appointment only when it is absolutely necessary – for instance, when a prospective buyer who has previously viewed the premises requires a second inspection before making the decision to buy.

I note that I am not required to agree to more than 2 inspections a week (see clause 81A of the Standard Residential Tenancy Terms).

While I will be present during all inspections, please ask your agents to supervise and be responsible for all access. It is in our mutual interests to ensure that prospective buyers are actively supervised throughout the access period. It would also help if your agents keep each viewing group to a manageable size.

If we operate according to this access plan, we can give prospective buyers reasonable access without creating a disruption to or interference with my reasonable peace, comfort and privacy. In order to avoid any unnecessary confusion and risks of dispute, please ensure that your agents abide by this arrangement. There must be no access to the premises without my express consent. I am entitled to compensation if there is any unauthorised access into my home.

If you wish to discuss this matter further, please contact me on [your phone number] during work hours.

Yours sincerely,

[Your signature]

[Your name]

[Template updated: 5 January 2021]