Location, .../.../20...

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| **BY REGISTRERED POST** **and e-mail** | Name landlord Address landlord |

**Subject :**  **Justification for costs and charges**

Dear,

We pay a monthly advance of ........... for the costs and charges.

We have so far received from you only a limited/no statement regarding the costs and charges of the apartment/house we rent from you.

We hereby refer to article 36, §2 of the Flemish Housing Decree, which stipulates that the costs and charges must correspond to reality and be stated in a separate statement. They should also, at the tenant's request, be supported by the necessary justification documents.

With this letter, we request that you provide us with a detailed statement of account for the past year with the supporting documents so that we can verify whether the amount requested corresponds to the actual costs incurred.

We hope you will understand our position, which is supported by law and doctrine.

If you fail to respond, we will be forced to initiate legal proceedings to obtain the necessary documents.

This letter is addressed to you under all reservation of right and without adverse acknowledgement.

Kind regards,

Name tenant

Address tenant

(signature of tenant)