

# Leasehold information request



Date

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Address or proposed address of the property

Postcode	<input type="text"/>
Plot number	<input type="text"/>

1. Please state the name(s) and address(es) of the current and proposed landlord (and indicate which they are):

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2. Please state the name(s) and address(es) of the current and proposed managing agents or other manager(s) (and indicate which they are):

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3. If a consultation under section 20 of the Landlord and Tenant Act 1985 (as amended) affects the property, please supply the following details:

<input type="checkbox"/> Enclosed	<input type="checkbox"/> To follow
<input type="checkbox"/> Not applicable	

- (a) summary of the actual or proposed works or long-term agreements
- (b) total or estimated cost
- (c) financial contribution required by the tenant
- (d) actual or estimated date the works or long-term agreements will be completed
- (e) actual or estimated date when the tenant is required to pay contribution.

If a consultation does affect the property but details are not enclosed, please state the reason why and give details of the steps you are taking to obtain this information:

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Name or description of documents and information	Attached	To follow	Reason why not attached and explanation of steps being taken to obtain it
<b>4. Leasehold documents and information</b>			
The lease(s)	<input type="checkbox"/>	<input type="checkbox"/>	
The headlease	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance policy(ies) schedule(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Rules and regulations made for the purposes of managing the property	<input type="checkbox"/>	<input type="checkbox"/>	
Amendments proposed to the rules and regulations made for the purposes of managing the property	<input type="checkbox"/>	<input type="checkbox"/>	
Amendments proposed to the lease(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Written summary or statements of service charges relating to the last 36 months	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent request for payment of service charges received in the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent request for payment of ground rent received in the last 12 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Most recent request for payment for insurance (separate from service charges or ground rent) received in the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. New leasehold interests</b>			
The lease(s) or the terms of the lease(s) proposed	<input type="checkbox"/>	<input type="checkbox"/>	
Estimates of service charges, ground rent and insurance payments expected for 12 months following completion	<input type="checkbox"/>	<input type="checkbox"/>	