NOTICE OF ESTIMATES FOR QUALIFYING WORKS

Section 20, Landlord and Tenant Act 1985 · Schedule 4, Part 2, paragraph 4, Service Charges (Consultation Requirements) (England) Regulations 2003

Building or premises the works are to (name and address)

Landlord giving the notice (freeholder, residents' management company or right to manage company) and its address

Date of this notice

Leaseholder the notice is addressed to (name and flat number)

Recognised tenants' association, if one represents some or all of the leaseholders (secretary)

Address for observations (postal, and email if you accept observations by email)

Date the 30-day period ends (date of notice + 29 days)

Notice

1. The landlord named above proposes to carry out qualifying works to the building named above and has obtained estimates for them. This is a notice given to you under paragraph 4 of Schedule 4, Part 2 of the Service Charges (Consultation Requirements) (England) Regulations 2003, in the consultation required by section 20 of the Landlord and Tenant Act 1985.
2. This notice is given to each leaseholder and, where a recognised tenants' association represents some or all of them, to the association. The statement below is supplied to each leaseholder and to the secretary of the association, free of charge.

Statement of estimates: the estimated cost of the proposed works in each estimate (at least two)

Estimate from (name of the contractor)	Estimated cost of the proposed works, VAT included where applicable
1	
2	
3	
4	

Summary of the observations received on the notice of intention and the landlord's response (where the landlord received observations it must have regard to)

Inspection of the estimates

1. All of the estimates are available for inspection, free of charge, at the place and during the hours stated below.
2. If copies cannot be taken at the times the estimates may be inspected, the landlord will give any leaseholder who asks a copy, free of charge.

Place and hours at which the estimates may be inspected (reasonable place and hours)

Your observations

1. You are invited to make observations in writing about the estimates.
2. Send your observations to the address stated above. They must be delivered within the relevant period: the period of 30 days beginning with the date of this notice, which ends on the date stated above.

Notes (ours)

The statement must give the amount of the estimated cost in at least two of the estimates. At least one of the estimates must be that of a person wholly unconnected with the landlord, and an estimate obtained from a nominated person must be one of those the statement relates to.

Send the statement and the notice to each leaseholder and to the recognised tenants' association, if there is one: the regulations say the statement goes to the secretary of the association.

Landlord, or the person signing on its behalf

Name, role, signature and date

Model prepared by Unitify as a reference. It is not a prescribed or official form and not legal advice: paragraph 4 of Schedule 4, Part 2 lists what the statement and the notice must contain and sets no wording. England only. Have a solicitor check it for your building, and check the lease for how a notice must be served.