NOTICE OF INTENTION TO CARRY OUT QUALIFYING WORKS

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

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

Landlord's address

Building or premises the works are to (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

Address for observations and nominations (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 intends to carry out qualifying works to the building named above. This is a notice of that intention, given to you under 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 proposed works (tick one)

☐ The works are described in general terms below

☐ A description of the works may be inspected at the place and during the hours stated below

Description of the proposed works, in general terms

Place and hours at which a description of the works may be inspected (reasonable hours; the description is free of charge)

The landlord's reasons for considering it necessary to carry out the proposed works

Your observations

1. You are invited to make observations in writing about the proposed works.
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.

Nominating a contractor

1. You, and the recognised tenants' association if there is one, are invited to propose, within the same period, the name of a person from whom the landlord should try to obtain an estimate for the works. Send the name to the address stated above.

Optional extras (the regulations do not require them at this stage; add any you want to give)

- ☐ Estimated cost of the works
- ☐ Expected timetable
- ☐ The leaseholder's expected share of the cost
- ☐ Name of a contractor the landlord already proposes to ask

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: Schedule 4, Part 2 lists what the notice must contain and sets no wording. England only; Wales has separate regulations. Have a solicitor check it for your building, and check the lease for how a notice must be served.