NOTICE OF THE LANDLORD'S REASONS FOR AWARDING THE CONTRACT

Section 20, Landlord and Tenant Act 1985 · Schedule 4, Part 2, paragraph 6, 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)

Contractor with whom the contract was made

Date the contract was entered into

Notice

1. The landlord named above entered into a contract for the carrying out of qualifying works to the building named above, with the contractor and on the date stated above. This is a notice given to you under paragraph 6 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 there is a recognised tenants' association, to the association.

How the reasons are given (tick one)

☐ The landlord's reasons for awarding the contract are stated below

☐ A statement of those reasons may be inspected at the place and during the hours stated below

The landlord's reasons for awarding the contract

Place and hours at which a statement of the reasons may be inspected (reasonable place and hours, free of charge)

Observations on the estimates (tick one)

☐ The landlord received observations it had to have regard to: a summary and its response are below

☐ The landlord received no such observations

Summary of the observations received and the landlord's response

When this notice is not needed (ours)

The requirement does not apply where the person with whom the contract is made is a nominated person or submitted the lowest estimate: either one is enough. Use this notice only when the contractor is neither.

Give the notice within 21 days of entering into the contract, to each leaseholder and to the recognised tenants' association, if there is one.

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 6 of Schedule 4, Part 2 lists what 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.