

APPROVAL FOR LEASEHOLD RETIREMENT HOUSING - CHECKLIST

SCHEME NAME: GLEBE HOUSE

Purchaser:

Flat: 12 Glebe House

Highlighted master key process:

- **Staff can only access flat in an emergency through H&S reasons.**
- **Advised of H&S checks such as 1/4ly warden call system,**
- **Weekly Fire alarm testing.**
- **Water checks if resident away for long periods of time.**
- **All will require access to the flat to carry out these checks**



1. Insurance Policy – purchasers are responsible for their own contents insurance but the building insurance is included within the service charge.



2. 125 Year Lease – dated from Feb 1987. Advised to liaise with the solicitor and ensure that a copy is provided for them.



3. Service Charge - **£155.82** per month paid in advance from the 1st of the month (We will set you up on a Direct Debit from 1st following month) Please note that the rent is payable to the landlord Your Housing Limited.
As part of the completion monies we will ask for the pro rata payment of the first month then an additional month's Service Charge, as the account can take a number of weeks after completion to set up, once YHG receive the final paperwork from the solicitor.



The service charge covers the upkeep and maintenance of the development and this includes communal area cleaning, external window cleaning, grounds maintenance, maintenance of fire alarm system, external repairs, buildings insurance, lift maintenance, scheme manager, management fee etc.

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<p>The service charge is reviewed each year and a budget is discussed with residents at a general resident meeting. At the end of the financial year a reconciliation of the expenditure as against income will be carried out and the accounts will be presented.</p>	
<p>4. <u>Repairs</u> – we will maintain the external fabric of the building and the internal communal areas. As Leaseholder you will have full repairing liability, within your demised property, however, certain elements may be covered by the buildings insurance, i.e. landlord’s fixtures and fittings</p>	<input checked="" type="checkbox"/>
<p>5. <u>Improvements/Alterations</u> – permission must be sought from the landlord before any improvements are undertaken.</p> <p>Consent will not be unreasonably withheld and it is in leaseholders own interests to obtain approval in writing prior to carrying out any works. Effectively if you come to sell the property and you haven’t had consent, then it can hold up a sale. We will give retrospective consent after the event, if appropriate, but there will be an additional charge for the consent, as invariably we have to reprioritise work to get the consent through.</p> <p>If in doubt put a request in writing and if applicable we will approve it, so that everything is documented for the future.</p>	<input checked="" type="checkbox"/>
<p>6. <u>Resale procedures</u> – You can sell your property at any time, and we would simply have to approve the purchaser as suitable for accommodation at Glebe House. Therefore, it would be the same application process as you’ve undertaken in addition to a Risk Assessment being completed by the applicant at scheme. An administration fee is payable for this process.</p>	<input checked="" type="checkbox"/>
<p>LANDLORD & TENANT COVENANTS – check with each specific lease</p>	
<p>7. <u>Private Residence</u> – the property is to be used solely as a private residence in the occupation of a single household or family.</p>	<input checked="" type="checkbox"/>
<p>8. <u>Nuisance or Annoyance</u> – you agree not to create any noise which can be heard outside the property between the hours of 11pm and 9am or so as to be audible outside the property at other times if the occupier of any neighbouring premises objects. Not to cause any racial or other harassment to residents, members of their household or their visitors, or to engage in any criminal activity at the property and the use of or trade in illegal drugs.</p>	<input checked="" type="checkbox"/>

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<p>9. No flower pots, windows boxes, clothes or other articles may be hung or exposed outside the windows of the Premises or within the communal grounds without the consent of the Scheme Manager.</p>	<input checked="" type="checkbox"/>
<p>12. No pets are permitted</p>	<input checked="" type="checkbox"/>
<p>13. You agree not to sub let the property</p>	<input checked="" type="checkbox"/>
<p>14. No trailer, caravan, boat or commercial vehicle to be parked on site. We would also confirm that there is limited parking on site and we ask visitors to try and park off site to assist our residents who have vehicles.</p>	<input checked="" type="checkbox"/>
<p>15. No person may reside in the premises unless the floor (other than the floor in the kitchen and bathroom or shower room within the premises) is covered with carpet rugs or other suitable materials with sound dampening qualities, No laminate flooring above ground level.</p>	<input checked="" type="checkbox"/>
<p>PRIOR TO EXCHANGE</p>	
<p>16 If you require a mortgage to assist your purchase, we need to approve the offer before you can exchange contracts</p>	<input checked="" type="checkbox"/>
<p>17 You must obtain independent advice in relation to the lease from your solicitors.</p>	<input checked="" type="checkbox"/>
<p>Signed _____ Date _____ Senior Home Ownership Officer.</p> <p>Signed _____ Purchaser</p>	