

Subject to Contract & Without Prejudice

Thank you for your enquiry regarding Landlord's Consent.

To enable us to consider your proposal, we must undertake a full investigation of the Lease, Title documents and any relevant technical or design specifications or associated documents.

To facilitate this, there is an initial fee of £340 inclusive of VAT payable alongside a completed application form which we enclose. Payment of the fee can also be made by cheque. Please select the relevant option on the enclosed form. Be advised this fee is non-refundable and covers our administration costs for considering each application.

Alternatively, please visit our website at www.fmpc.co.uk where an application can be made online for a discounted rate. Please click on the link to Landlord's Consent for more information.

Once we have received a completed application form and payment of our fee, please allow up to 14 days for a substantive response.

We would advise that you consult the lease before submitting this application to ensure your understanding of the lease requirements. Please note; if you fail to obtain consent where this is required under the lease, your alterations you may result in a breach of the lease.

We look forward to hearing from you in due course.

Yours sincerely,

Consents Team

Consents Team
Freehold Managers PLC
consents@fmpc.co.uk

Administration Charges – Summary of tenants' rights and obligations

- 1) This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges. Unless a summary is sent to you with a demand, you may withhold the administration charge. The summary does not give a full interpretation of the law and if you are in any doubt about your rights and obligations you should seek independent advice.
- 2) An administration charge is an amount which may be payable by you as part of or in addition to the rent directly or indirectly –
 - for or in connection with the grant of an approval under your lease, or an application for such approval;
 - for or in connection with the provision of information or documents;
 - in respect of your failure to make any payment due under your lease; or
 - in connection with a breach of a covenant or condition of your lease.If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable.
- 3) Any provision contained in a grant of a lease under the right to buy under the Housing Act 1985, which claims to allow the landlord to charge a sum for consent or approval, is void.
- 4) You have the right to ask a First Tier Tribunal (Property Chamber) whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine –
 - who should pay the administration charge and who it should be paid to;
 - the amount;
 - the date it should be paid by; and
 - how it should be paid.However, you do not have this right where –
 - a matter has been agreed to or admitted by you;
 - a matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the administration charge arose; or a matter has been decided by a court.
- 5) You have the right to apply to a First Tier Tribunal (Property Chamber) for an order varying the lease on the grounds that any administration charge specified in the lease, or any formula specified in the lease for calculating an administration charge is unreasonable.
- 6) Where you seek a determination or order from a First Tier Tribunal (Property Chamber), you will have to pay an application fee and, where the matter proceeds to a hearing, a hearing fee, unless you qualify for a waiver or reduction. The total fees payable to the tribunal will not exceed £500, but making an application may incur additional costs, such as professional fees, which you may have to pay.
- 7) First Tier Tribunal (Property Chamber) has the power to award costs against a party to any proceedings where –
 - it dismisses a matter because it is frivolous, vexatious or an abuse of process; or
 - it considers that a party has acted frivolously, vexatiously, abusively, disruptively or unreasonably;The Land Tribunal has similar powers when hearing an appeal against a decision of a leasehold valuation tribunal.
- 8) Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.

APPLICATION FOR CONSENT

PLEASE COMPLETE IN BLOCK CAPITALS

<p>Property Reference:</p> <p>Leaseholder Name:</p> <p>Full Property Address:</p>	
<p>Have you made the Management Company aware of your consent request?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach details of any response</p>	<p>Has the work already been carried out?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date of completion: _____ / _____ / _____</p>
<p>Please provide details of the alterations:</p> <p>Your application will benefit from (where available) copies of any:</p> <ul style="list-style-type: none"> • Existing and proposed surveyor reports or architectural drawings • A full schedule of the intended works • Any photographs showing the current look of the property • Details of any Building Regulation Consents or Planning approvals that have been obtained 	
<p>Do the works affect the external appearance of the building, any communal areas or any other properties?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach details</p>	<p>Is your consent in relation to pets?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please state the type of pet/pets you require Landlord's consent for</p> <p>.....</p>
<p>Name(s) Printed</p> <p>Signed</p> <p>E-mail Address</p>	
<p><input type="checkbox"/> Please debit my account the amount of £340 for payment by card</p>	

**COMPLETION OF THIS FORM DOES NOT WAIVE ANY RIGHTS THE LESSOR HAS IN
RELATION TO AN EXISTING BREACH OF LEASE**

