

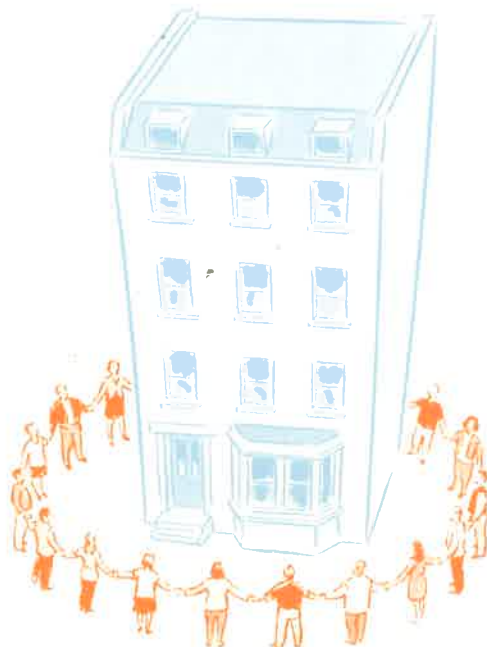


L E A S E

THE LEASEHOLD
ADVISORY SERVICE

COMMONHOLD AND LEASEHOLD REFORM ACT 2002

**COLLECTIVE
ENFRANCHISEMENT**
Getting Started



Collective Enfranchisement getting started

Addendum

This note is based on the amendments made to the 1993 Act by the Commonhold and Leasehold Reform Act 2002. These amendments are being commenced incrementally and transitional arrangements will apply.

The provisions relating to the RTE Company, the Notice of Invitation to Participate and the Valuation Date have not yet been commenced; they are expected to be introduced around November/December 2002. The transitional arrangements which will apply until then are set out in the appropriate sections below.

RTE Company – Memorandum and Articles of Association

Transitional arrangements

These are not presently available, pending the commencement of the appropriate statutory provision.

The RTE Company (Page 5)

Transitional arrangement

Until the commencement of the requirement for an RTE Company the purchase must be carried out through a Nominee Purchaser.

Notice of Invitation to participate (Page 5)

Transitional arrangement

Until the commencement of the relevant Sections of the 2002 Act this procedure is not an obligation. However, the participating leaseholders may consider it a useful exercise in informing and canvassing the support of the other leaseholders in the building.

The Initial Notice (Page 6)

Transitional arrangement

Until the commencement of the relevant Section of the 2002 Act the “valuation date” will not be the date of the Initial Notice but will be a date agreed between the parties or a date determined by a Leasehold Valuation Tribunal.

Procedures (Pages 9)

In all sections, references to “the RTE Company” should be read as “the Nominee Purchaser”

The Nominee Purchaser

The Nominee Purchaser is the person identified in the Initial Notice to the freeholder who will acquire the freehold and become the new landlord. The Nominee Purchaser must be identified in the Initial Notice and conducts the process and the negotiations with the freeholder. Therefore serious consideration must be given at an early stage as to how the tenants want the building to be owned and managed and the ownership model should be in place before further action.

The Nominee Purchaser can be a person, one of the tenants, or a corporate person, a trust or, more probably, a company formed by the tenants for the purpose. There are no controls or qualifications in the legislation governing selection of Nominee Purchasers and the tenants are free to choose whoever or whatever agency they wish, by whatever means of selection

There is also the ability to invite another company to step in, or a Housing Association with management experience, but it must be borne in mind throughout the selection process that the Nominee Purchaser is the person or body the tenants are putting forward to be their new landlord.

The most common format is a tenant management company and, if this is the vehicle chosen by the participating tenants the company will need to be in being prior to its inclusion as the Nominee Purchaser in the Initial Notice. Your solicitor will be able to advise you on the mechanism of establishing a company and the production of the Memorandum and Articles to reflect the purpose of the company and to govern voting rights and control of shares.

Introduction



This leaflet is not meant to describe or give a full interpretation of the law; only the courts can do that. Nor does it cover every case. If you are in any doubt about your rights and duties then seek specific advice.

The right provided by the 1993 Leasehold Reform Act (as amended) is for the enforced sale of the freehold of the building, and other lands, to a special company set up by the leaseholders – the Right to Enfranchise company (the RTE company). Where there is any intervening interest, like a head lease, this must be acquired as part of the purchase by the RTE company.

The formal procedure for collective enfranchisement is started by the service of the Initial Notice on the landlord; it then follows a prescribed route. Although this is the beginning of the statutory procedure, the service of the notice should follow a period of preparation to ensure that the participating leaseholders are fully equipped and advised to complete their action.

There is a substantial amount of work to be completed if the application is to be successful.

In simple terms, the tasks that need to be undertaken will include:

- *Checking eligibility*
- *Organising for enfranchisement*
- *Establishing the finance and cost fund*
- *Selecting and instructing professional advisers*
- *Assessing the purchase price*
- *Gathering information*
- *Setting up the Right to Enfranchise company*
- *Serving the Participation Notice*
- *Serving the Initial Notice*
- *Preparing for the subsequent procedures*

They need not necessarily be in this order and in most cases several issues will proceed together. It is important, however, that all the steps are taken and no critical area neglected. Once the Initial Notice has been served, the procedure is running and the RTE company will be subject to demands for information and to deadlines; a default at any stage could endanger the action. The leaseholders are, of course, liable for the landlord's professional fees from the Initial Notice whether they complete or not.

The procedures are relatively simple and the qualifications and conditions are there as safeguards to both parties. There is no reason why any group of leaseholders should not be able to successfully complete a collective enfranchisement action.

Checking eligibility – doing the sums

The first action must be to check that the building complies and that there are sufficient qualifying leaseholders to be able to proceed. Full details of the criteria are set out in the Qualification section below (see page 10).

You should first check that the building qualifies:

- does it pass the 25% non-residential rule?
- are at least two-thirds of the flats let to **qualifying** leaseholders?

You will then need to establish that there are enough qualifying leaseholders for a successful action. The minimum number of qualifying leaseholders must equal half the total number of flats in the building;

for example, if there are 10 flats in the building, at least five of the qualifying leaseholders must participate in the action. Where there are only two flats in the building, both leaseholders must participate.

Organising for enfranchisement

Having worked through the qualification criteria, you will know the minimum numbers of leaseholders required to take part in the service of the Initial Notice. It may be that more than the minimum will wish to take part or you may have to actively canvass support from your neighbours. Either way, the first task must be the organisation of a working group and the construction of some form of association or agreement to facilitate proceedings from this stage.

Where sufficient numbers are prepared to proceed, on the basis of whatever outline costs can be estimated, it is strongly recommended that all participating leaseholders enter into a formal participation agreement amongst themselves to govern joint actions prior to and during the collective enfranchisement procedures – rights of voting, the negotiation and agreement of terms and, most importantly, the individual leaseholder's financial contributions. This is particularly important for large blocks where difficulties or delays in reaching decisions could endanger the application. It can also be useful to record in an agreement that, on completion of the purchase of the freehold, the RTE company will grant new leases to all those leaseholders participating in the purchase; it is, after all, one of the main benefits of the enfranchisement.

Further details of such agreements are set out in our leaflet 'Participation Agreements'.

In small blocks, or where amounts involved are small, it may be possible to dispense with the agreement by everyone paying their share up-front. With a structure in place, leaseholders will be able to agree the means and finance to move to the next stage.

Establishing the finance and a cost fund

Leaseholders will need to know, before they start, where the finance for acquisition is coming from, within the parameters given by the initial assessment of the purchase price. More urgently, they must commit funds to the professional fees of the valuer and solicitor. In the event of leaseholders having to withdraw, they will still have to pay their own and the landlord's costs and funds should be established for this purpose, aside from provision for the purchase price.

Leaseholders may find it useful to establish a cost fund or 'fighting fund' to cover the initial steps – the valuation, the information gathering and forming the RTE company (all the early steps preceding service of the Initial Notice) and then, prior to service, formalise future funding arrangements, including loans and mortgages.

Instructing professional advisers

At some point in the action leaseholders are advised to appoint a valuer and a solicitor.

In addition to their general advisory capacity, the roles of the two professional advisers in an action of collective enfranchisement include:

The valuer

- providing 'best and worst' valuation advice to fully appraise the leaseholders of the possible outcome of the negotiations;

- advising on the amount of the offer to be made in the Initial Notice;
- responding to the landlord's Counter-Notice;
- negotiation and settlement of the price;
- advice on structural and repair condition and implications for future maintenance costs/service charges;
- advice on future management.

The solicitor

- preparation of information for the action;
- setting up the RTE company;
- service of the Participation Notices;
- service of the Initial Notice;
- response to landlord's requests for substantiation of claim;
- the conveyance of the title;
- amendment of terms of leases after enfranchisement.

Leaseholders should take all possible steps to ensure their chosen adviser has full knowledge and experience of the legislation, practices and procedures.

While LEASE does not recommend any particular professional advisors, lists of solicitors and surveyors claiming expertise in the legislation are available from us.

Assessing the purchase price

An initial valuation of the property by a qualified valuer or surveyor is strongly recommended in order to provide enfranchising leaseholders with an idea of the final purchase figure prior to commencing the action.

Valuation is far from an exact science and it will be virtually impossible for the valuer to provide an accurate estimation of the eventual settlement figure. The valuer should be able to provide a 'best and worst' figure, valuing from both leaseholders' and the landlord's perspective and, from local experience, anticipating areas of claim and counter-claim. There is no such thing as a finite, fixed, price for a freehold and leaseholders should make themselves aware, from the beginning, of the likely range within which the price will be settled, so as not to be surprised at a later stage.

In considering the likely purchase price, the leaseholders' liability for the landlord's costs should also be borne in mind. The eventual cost to each leaseholder will be the share not only of the cost of the freehold but also of both the landlord's and the leaseholders' legal and valuation costs.

Further details are available in our leaflet 'Valuation for Collective Enfranchisement'.

Gathering information

Prior to the serving of the Initial Notice leaseholders, will need to amass all necessary information

- to ensure that both the Participation Notices and the Initial Notice are correct and valid;
- to respond to challenges from the landlord during the period of the Notice.

The Participation Notice must be correctly served on all qualifying leaseholders who are not members of the RTE company.

The Initial Notice must be correctly served on the freeholder(s) and

must include correct information on the interests of the participating leaseholders and any intervening interests.

In some cases the freehold interest may be in one or more different ownerships, a 'severed' or 'flying' freehold. This does not, in itself, form any obstacle to enfranchisement but leaseholders will need to have details of all freeholders of the property.

You will need to obtain the following information:

- the identity of the freeholder(s) – a person, or company, name and address;
- details of any intervening or head leases and the identity and address of the relevant lessees;
- the full names and addresses of all the leaseholders of the building and details of their leases;
- details of any flats in the control of the landlord and let on periodic tenancies.

Some of this information you will already know, the remainder can be obtained by a number of means; from rights to information under Landlord and Tenant legislation, from the records of the Land Registry or by the service of Information Notices:

- **Landlord and Tenant legislation** – you are entitled to obtain details of the name and address of your landlord under rights provided by the Landlord and Tenant Act 1985. The information, if requested, must be provided within 21 days and failure to do so is an offence. Your ground rent demands should also carry the same details.

A problem here is that the landlord may not necessarily be the sole freeholder, but one of the freeholders or a head-lessee.

- **Land Registry** – so long as the property is registered (most are) you are entitled to inspect the register and to obtain copies of the entry relating to the freehold. The entry will provide the name and address of the registered owner(s) and details of any other interests in the freehold, including other freeholders, head leases and mortgages. There is a small fee for copies of the register.

There are a number of District Land Registries serving the country and you should contact the nearest office to find the Registry serving the area in which your property is located.

- **Information Notices** – Section 11 of the 1993 Act provides a right for leaseholders to serve notices on the freeholder, the landlord (if different) or any other persons with an interest in the property, requiring details of that interest.

You can therefore require from the landlord details of any other freeholders, any intermediate leases, including the name and address of the lessee and the terms of the lease. The Information Notices can also require sight of relevant documents, for example, giving details of service charges or surveys.

The recipients of the Notices are required to respond within 28 days. The service of the Information Notice does not formally start the enfranchisement process or commit the leaseholders in any way and there is no liability for costs.

Suitable forms for S11 Notices are published by Oyez Forms and are available from the Solicitors' Law Stationery Society Ltd, Oyez House, P O Box 55, 7 Spa Road, London SE16 3QQ, or from the Oyez shop at 144 Fetter Lane, London EC4.

The RTE company

The right to enfranchise may only be exercised through a Right to Enfranchise (RTE) company; the company serves all notices, conducts and finalises the negotiations for purchase and becomes the new owner of the freehold. This is not discretionary, all actions for collective enfranchisement under the 1993 Act must be through an RTE company, no matter how small the building, even down to only two flats (where there are two flats, both leaseholders must be members of the RTE company).

The RTE company is the vehicle for the leaseholders' purchase and eventual ownership and management of the building. It must be a private company limited by guarantee and registered with the Registrar of Companies and its memorandum and articles of association must state that the object, or one of the objects, of the company is to exercise the right of collective enfranchisement in respect of the building. Regulations govern the content of RTE companies' memorandum and articles of association and other matters and these are included in the back pocket of this booklet.

All qualifying leaseholders of the building (*for definition see page 10*) are entitled to be members of the RTE company and may become members either on initial incorporation of the company or later by means of service of a 'Participation Notice' on the company. The right to join the company through the participation notice includes leaseholders who have recently bought their flat, during the course of the enfranchisement process, and personal representatives in the case of the death of a participating member, plus trustees in bankruptcy and mortgagees in possession.

There can, of course, be only one RTE company pursuing an application for collective enfranchisement per building.

The Notice of Invitation to Participate

All qualifying leaseholders are entitled to participate in the purchase of the freehold, through membership of the RTE company.

Before the service of the Initial Notice on the freeholder, the RTE company must serve a notice on all qualifying leaseholders who are not already members of the Company inviting them to take part. Where a qualifying leaseholder has left the flat and is not resident in the building, then the RTE company should take reasonable steps to find the appropriate address for service of the Invitation to Participate; in cases where no other address can be found the invitation should be served at the absent leaseholder's address in the building.

The Invitation to Participate is a formal Notice and must confirm to the statutory requirements. It must:

- state that the RTE company intends to exercise the right of collective enfranchisement in respect of the building;
- state the names of the participating members of the RTE company;
- explain the rights and obligations of members of the RTE company, particularly in respect of meeting the costs of the freehold and other associated costs;
- include an estimate of the price and the costs;
- invite the recipient of the Notice to become a participating member of the RTE company.

The Notice must include a copy of the memorandum and articles of association of the RTE company or a statement of where they can be inspected and copied.

The RTE company may not serve the Initial Notice on the freeholder unless the Notice of Invitation to Participate has been served on all

appropriate leaseholders at least 14 days earlier.

All the recipients of the Invitation have a right to become participating members of the RTE company at any time up to:

- i) a period of six months after service of the Initial Notice by the RTE company;
- or ii) immediately before a binding contract is entered into for the freehold, whichever is the earlier.

The participants in the proposed purchase must fully appreciate their obligation to allow any other qualifying leaseholder to take part, irrespective of any other factors, such as the effect on the price or any history of dispute or aggravation within the building; no qualifying leaseholder wishing to take part may be excluded for any reason. The flexibility of the process to allow latecomers may make negotiation or determination of the final price difficult, and the addition of further members may alter the individual's share of the price and costs. This will have to be carefully monitored during the process.

Leaseholders wishing, within the time limits, to participate in the RTE company must serve a 'Participation Notice' on the company and also on the landlord; it will not be valid unless copied to both. This is to ensure that the landlord is aware of each extra participant, as marriage value is payable in respect of each participating flat and the additional numbers of participants may affect the valuation.

There is no prescribed form for the participation notice nor any guidance in the legislation as the content of such a notice; similarly there is no statutory right for the landlord to seek verification of the participant's status as a qualifying leaseholder, for participants joining after the service of the Initial Notice. It is suggested that the participation notice should include:

- name and address of the leaseholder;
- an alternative contact address where the leaseholder does not reside in the building;
- details of the lease sufficient to confirm that the leaseholder is a qualifying leaseholder under the Act;
- a statement that the leaseholder wishes to become a participating member of the RTE company;
- The notice should be dated.

NOTE: The contents of this notice are no more than a suggestion. It is for the would-be participant to indicate his intention to participate in a form that makes this clear.

The Initial Notice

The Initial Notice triggers the statutory procedures for acquiring the freehold and the RTE company (and its members) is liable for the landlord's costs as from the date he receives the Notice.

It is therefore important that the Notice is complete and contains no inaccuracies or misdescriptions, because, although these may be corrected by application to the county court, it is an area of expense to be avoided. An incomplete notice can be rejected as invalid.

A protection for the RTE company is provided by the right to register the Initial Notice with the Land Registry, either as a Class C(iv) Land Charge in unregistered land or by a notice in registered land. This provides protection for the company against the landlord's sale of the freehold, since any purchaser of the freehold, subsequent to the registration of the Initial Notice, will take the freehold subject to the

application for enfranchisement. The procedure will therefore be able to continue as though the new owner had originally received the Initial Notice.

The service of the Initial Notice also fixes the 'valuation date' as the same date that the Initial Notice is served. The valuation date is the date on which the variables affecting the price of the freehold are set, for example, the remaining number of years left on the leases, the present values of the flats and their assumed future value. Therefore, however long the negotiation or determination of the price takes, it will be based on the factors applying on the date of the service of the Initial Notice.

The information required in the Notice is set out in 'Appendix 2: The Initial Notice' and a suitable form is obtainable from Oyez.

Leaseholders are recommended to instruct a Solicitor for the preparation and service of the Initial Notice.

Absent landlords

If, after all reasonable efforts, the landlord cannot be found, this should not prove an obstacle to enfranchisement; the issue can be resolved in other ways:

- if the landlord was a company which has been struck off, or ceased to trade for some other reason, its property may have passed to the Crown, through the Treasury Solicitor. Enquiries should be made of the Treasury Solicitor who will usually be prepared to sell the freehold to the leaseholders at open market value. This must be done by negotiation and there is no need (or legal ability) to serve the Notice.
- if the landlord is a company in receivership, then the Initial Notice may be served on the Receiver; similarly, if the owner is an individual who is bankrupt the Notice may be served on the Trustee in Bankruptcy. Both the Receiver and the Trustee are acting as landlord for the time being and are equally bound by the 1993 Act to respond, as landlord, in the service of a Counter-Notice and sale of the freehold.
- if the landlord just cannot be found then the Initial notice cannot be served. In this case the leaseholders may make application to the county court for a Vesting Order. If the court is satisfied as to the leaseholders' eligibility for collective enfranchisement then they will, in effect, sell the freehold to the RTE company in the landlord's absence. The court will usually refer the case to the Leasehold Valuation Tribunal for determination of the price.

Preparing for subsequent procedures

After the service of the Initial Notice the landlord is entitled to require evidence of the participating leaseholders' (the members of the RTE company) title to their flats. The landlord has a period of 21 days in which to request the information. Where this information is required it must be provided within 21 days and the RTE company should therefore ensure that its solicitor is fully equipped with all necessary information and documents to enable response within the time limits. In the event that title is not deduced, the Initial Notice would be deemed withdrawn, with costs payable to the landlord. Where an Initial Notice is withdrawn, or deemed to be withdrawn, it cannot be served again for another 12 months.

The landlord has the right to inspect the property, including the participating leaseholders' flats, subject to 10 days notice.

The landlord's Counter-Notice

The landlord must serve his Counter-Notice by the date specified in the Initial Notice; this must:

- agree your right to the freehold and accept your terms (or propose alternative terms);

or

- not agree your right and give reasons why not (which will then need to be determined by the county court);

or

- claim right of redevelopment; the landlord can refuse to sell the freehold if he can prove to the court that he intends to demolish and redevelop the whole or a substantial part of the building. This can only apply where at least two-thirds of all the leases in the building are due to terminate within a period of five years from the date of service of the Initial Notice.

Where, after service of the freeholder's Counter-Notice, the RTE company and the freeholder cannot agree on the price or some other aspects of the conveyance, then, after the initial two months following service of the counter-notice, either party can apply to the Leasehold Valuation Tribunal for an independent determination on the issue. Clearly, the leaseholders' professional advisers must have all relevant documents at hand to deal with such an application.

Further details are available in our leaflet 'Application to the Leasehold Valuation Tribunal'.

In cases where the landlord fails to serve a Counter-Notice by the date specified in the Initial Notice, the RTE company may apply to the county court for a Vesting Order. This application is not for a court order requiring the landlord to serve the Counter-Notice, but effectively takes the matter out of his hands in a request to the court to transfer the freehold to the RTE company in the landlord's default. The court will grant the order on the terms proposed in the Initial Notice.

The application must be made to the court within six months of the date on which the Counter-Notice should have been received.

Further advice and guidance is available from the Leasehold Advisory Service at any time during the preparation stage or following commencement of the action.

Procedures and statutory time limits



- Leaseholders serve S11 Information Notice (discretionary)
- Landlord must respond within 28 days

- Leaseholders must form an RTE company and register at Companies House

- RTE company must serve a S12A Participation Notice on all qualifying leaseholders who are not members of the RTE company
- RTE company may not serve S13 Initial Notice until at least 14 days after service of the Participation Notice

- RTE company serves S13 Initial Notice

- ● The 'valuation date' will be fixed as the date of service of the S13 Initial Notice

- Landlord may request additional information, but he must do so within 21 days of receipt of the Initial Notice
- RTE company must respond to his request within 21 days

- Landlord must serve a Counter-Notice by the date specified in the Notice. This date must be at least two months from the date of service of the Initial Notice

- Where the landlord fails to serve the Counter-Notice, RTE company must apply to court within six months for a Vesting Order

- If Counter-Notice disputes qualification, RTE company must apply to court within 2 months of counter-notice, for declaration that Initial Notice is valid

- ● After service of the Counter-Notice either party may apply to the Leasehold Valuation Tribunal, if terms cannot be agreed. This must be done at least two months from, but within six months of, the date of service of the Counter-Notice

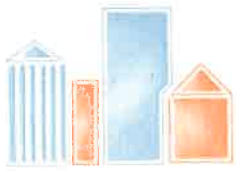
- ● Leasehold Valuation Tribunal determination becomes final after 28 days. Appeals must be made within this period to the Lands Tribunal with leave of the LVT

- After Leasehold Valuation Tribunal decision is final the landlord must provide a draft contract within 28 days

- ● Period of two months after decision becomes final for parties to enter into the contract

- If the period above elapses without exchanging contracts, then the RTE company must apply to court within a further two months requiring the Landlord to meet his obligations

Qualification



The right to purchase the freehold may only be exercised by a Right to Enfranchise (RTE) company, and the members of the RTE company must comprise a sufficient number of qualifying leaseholders. The minimum number of qualifying leaseholders must equal half the total number of flats in the building; for example, if there are 10 flats in the building, at least five of the qualifying leaseholders must participate in the action. Where there are only two flats in the building, both leaseholders must participate.

Qualifying as a leaseholder

To be a qualifying leaseholder requires a long lease, which is:

- a lease of a term of years absolute in excess of 21 years*;
- a shorter lease which contains a clause providing a right of perpetual renewal;
- a lease terminable on death or marriage or an unknown date (including the so called 'Prince of Wales' clauses);
- a statutory tenancy arising from the leaseholder having held over at the expiry of a long lease;
- a shared ownership lease where the leaseholders' share is 100%.

* The present unexpired term is not relevant; qualification is governed by the original term of the lease when first granted.

But even if the leaseholder satisfies these criteria, he or she will not be a qualifying leaseholder if any of the following cases apply:

- the landlord is a charitable housing trust and the flat is provided as part of the charity's functions;
- leaseholders who own more than two flat in the building;
- business and commercial leaseholders.

The building

- there must be a minimum of two flats in the building;
- no more than 25% of the internal floor area to be in non-residential use.

There is no right of collective enfranchisement (but there is a right to renew the lease) where:

- the building is a conversion into flats and not a purpose-built block and the same person has owned the freehold since before the conversion of the building into flats and he or an adult member of his family has lived there for the past twelve months;
- the freehold includes any track of an operational railway, including a bridge or tunnel or a retaining wall to a railway track.

Some properties are completely excluded from the rights of lease extension and collective enfranchisement:

- buildings within a cathedral precinct;
- National Trust properties;
- Crown properties*.

*Although the Crown is not bound by the legislation, the Minister has made a statement to the House of Commons that the Crown will be prepared to comply with the principles of it.

The Initial Notice



The requirements of the Initial Notice are set out in S13(3) of the Leasehold Reform Act 1993. It must contain the following:

- details of the property to be acquired, including a plan. This must include details of any additional land the leaseholders wish to acquire, eg garages, and any proposed rights of way over land not acquired;
- a statement showing that the premises qualify for the right of collective enfranchisement on the relevant date – that the building is self-contained and has the requisite number of flats held by qualifying leaseholders;
- details of any leasehold interests to be acquired, eg an intervening head lease, and any flats subject to mandatory lease back to the freeholder;
- the price proposed;
- the full names and addresses of all the qualifying leaseholders in the property, who are participating members of the RTE company, and sufficient details of their leases to show that they are long leaseholders. This will require details of the date the lease was entered into, the date of commencement and the term;
- the name and registered address of the RTE company;
- the date by which the freeholder is to provide the Counter-Notice (at least two months after service of the Initial Notice).

Where the freehold is severed (in different ownerships), the participating leaseholders must decide which of the freeholders is to be considered as the reversioner for the purpose of receiving the Notice. Some care should be taken in this selection since the freeholders have the right to go to court for an order to change the reversioner to another of their number, with possible cost implications to the leaseholders. Generally, the major freeholder – the freeholder with the greater share of the freehold – should be chosen as reversioner. Copies of the notice must be served on all other freeholders.

The Initial Notice must be served on the freeholder and any other person known or believed to be a relevant landlord (a person with a leasehold interest proposed to be acquired by the action), and a copy provided to each qualifying leaseholder in the building.

Useful addresses



Leasehold Valuation Tribunals

London

Whittington House, 19-30 Alfred Place, London WC1E 7LR
0207 446 7700

Eastern

Great Eastern House, Tenison Road, Cambridge CB1 2TR
0845 100 2616

Midlands

2nd Floor, East Wing, Ladywood House, 45-46 Stephenson Street,
Birmingham B2 4DH
0845 100 2615

Northern

Sunley Tower, Piccadilly Plaza, Manchester M1 4BE
0845 100 2614

Southern

1st Floor, 1 Market Avenue, Chichester PO19 1JU
0845 100 2617

Wales

1st Floor, West Wing, Southgate House, Wood Street,
Cardiff CE1 1EW
029 2023 1687

Other useful addresses

The Royal Institution of Chartered Surveyors

12 Great George Street, Parliament Square, London SW1P 3AD
0207 222 7000



L E A S E

THE LEASEHOLD
ADVISORY SERVICE

70-74 City Road, London EC1Y 2BJ

Telephone: 0207 490 9580 or local rate on 0845 345 1993 Fax: 0207 253 2043

Email: info@lease-advice.org Website: www.lease-advice.org