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# Leasehold Management Policy

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February 2025

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Housing Services

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# 1 INTRODUCTION

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## 1.1 Purpose and scope

The purpose of this policy is to;

- Clearly set out the rights and responsibilities of both the leaseholder and Stroud District Council (the Council) in regard to the management of leasehold properties.
- Ensure that the Council provides a transparent service to all leaseholders, and that both leaseholders and the Council comply with statutory requirements and the clauses contained within the lease.

A leaseholder is defined as someone who has bought a flat or maisonette for which Stroud District Council (SDC) retains the freehold. The Council retains the freehold and is therefore the leaseholder's landlord. The Council (as the freeholder) has a legal duty to make sure that both parties (i.e. the Council and the leaseholder) keep to their respective obligations, as set out in the lease and provided by statute.

For example, the Council is responsible for the maintenance and repair of the building that the leaseholders' homes are in, together with all shared areas and grounds (known as the common parts) and services subject to the leaseholders' paying a proportionate amount towards the cost of such works.

This policy sets out how the Council will ensure that leaseholders are treated consistently and fairly and that the services they receive are of a proper and consistent standard. The Leaseholder Policy covers a number of key activities as follows;

- Repair and maintenance of the structure of the buildings and the common parts
- Managing leasehold properties
- Services included within the service charge
- Setting service charges and making payments
- Review of disputed invoices
- Consultation and engagement
- Insurance
- Selling and letting a leasehold property.

## 2 KEY PRINCIPLES AND SERVICE STANDARDS

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Stroud District Council is committed to providing a transparent service to all tenants and leaseholders, ensuring that demands for service charges relating to costs have been reasonably incurred; and that the services provided, are of a proper and consistent standard.

Stroud District Council is further committed to providing a safe and harmonious living environment for all leaseholders and Council tenants. It will ensure any issues raised are properly investigated, responded to and action taken where deemed necessary and appropriate.

Stroud District Council will ensure that leaseholders are provided with:

- Timely and accurate information regarding responsibilities and services.
- Timely information about service charges and ground rents.

- Information about convenient and affordable ways of paying their service charge bill.
- Clear information on how to make a complaint, should a leaseholder feel that services have not met the required standard.

### **3 WORKS AND REPAIRS**

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#### **3.1 Repairs to Leasehold Properties**

The leaseholder's property is the individual property that is under a lease from the Council and which forms part of the building that remains within the Council's ownership.

The law states what the Council may make service charges for. This is set out in Section 18 of the Landlord and Tenant Act 1985. They are:

- services;
- repairs;
- maintenance;
- improvements;
- insurance of the block;
- the landlord's costs of management.

It is the lease that determines exactly what the Council can charge for. The general principle is that the Council can only charge for a particular service if it is permitted by the lease. The leaseholder is responsible for the repair and maintenance of:

- The internal decoration, including the flooring, interior doors, carpets and paintwork;
- The front door to the property;
- Furniture and appliances;
- Interior faces of external walls, internal walls and the internal ceiling including plasterwork;
- Window glass;
- Any pathways, gardens and fences which have been designated to the leaseholder in their Lease;
- Internal plumbing and wiring;
- All walls, drains, pipes, cables and wires belonging solely to the property.

As the freeholder of the block, and landlord, the Council is responsible for repairing and maintaining the structure, exterior and any common parts in and around the block the flat is in, such as halls, landings and stairs. The Council's repair and maintenance responsibilities include:

- The building's structure, including the roof, guttering and the foundations to the building
- Window frames and handles.
- Any path or access way over which the leaseholder has a right of way by virtue of their lease and which remains within the Council's ownership and all gas, water pipes and drains and electric cables and wires not contained within the leaseholder's property but are used by the leaseholder.
- The shared parts of the building such as main entrances, passages, lifts and communal stairways, communal gardens and pathways and shared windows

- Communal heating in the building.
- Buildings insurance.

This list is not exhaustive; please refer to the lease for specific details.

Although the Council is responsible for carrying out or arranging the kind of repairs set out above, depending on the terms of the lease, the leaseholder may be required to pay a contribution towards their cost, since they (along with other occupiers of the block) benefit from them.

### **3.2 Asbestos Surveys**

Stroud District Council will not recharge leaseholders for annual asbestos surveys to the communal areas of blocks of flats; however, the leaseholder will be expected to pay a proportional contribution towards the removal of asbestos from communal areas if and where appropriate.

### **3.3 Planned Maintenance**

Planned maintenance and major works include renewal, repairs and maintenance to the building planned for in advance. Contributions are dependent on the terms of the lease and payments towards the cost of this work are as a service charge.

The Council must consult leaseholders if any works will cost over £250 for any one contributing leaseholder. In a property with unequal service charge contributions, the Council must consult all leaseholders if any one of them would have to pay more than £250. If consultation is not undertaken, the Council may not be able to recover costs over £250 per leaseholder.

The Service Charges (Consultation Requirements) (England) Regulations 2003 ('the 2003 service charge regulations') became law under section 151 of the Commonhold and Leasehold Reform Act 2002. The 2003 service charge regulations set out the precise procedures landlords must follow.

### **3.4 Major Works Consultation**

The Council has a duty to consult with leaseholders when carrying out works to a block where these works will result in a charge to any one leaseholder in excess of a certain amount, currently £250, as per paragraph 6 of The Service Charges (Consultation Requirements) England Regulations 2003. In these instances, the District Council will serve all leaseholders within the block with a Section 20 Notice which will include all information detailed within Schedule 3 of the above-mentioned Regulations which includes:

- A description of the works, or details of the place and hours at which a description of the works may be inspected;
- Reasons why it is considered necessary to carry out the works;
- An estimate of the total amount per block;
- The address to which comments or observations to the work should be sent;
- The due date on which the consultation period ends (30 full days from date on the Section 20 Notice).

### **3.4.1 Process for dealing with Section 20 feedback and invoices**

The District Council must have regard to all observations made by the due date and must respond to any leaseholder within 21 days of receipt of any observations. Once the work has been completed the Council will write to the leaseholders advising of the actual cost of the work and their proportional contribution. The invoice will be issued at the end of financial year during which the major works were undertaken and completed. Payment will then become due. If the Council is unable to include the costs of all elements of the major works within the financial year in which the works were completed, the costs may be included in the service charge invoice for the following financial year, provided the invoice demanding payment for the works is not dated more than 18 months after the costs were incurred in accordance with the Landlord and Tenant Act 1985.

### **3.5 Fire Entrance Doors**

The Council has a duty under the Regulatory Reform (Fire Safety) Order 2005 to take general fire precautions in respect of the common parts within its residential buildings which includes landings and stairs. The precautions include the taking of measures

- To reduce the risk of fire within the building and the risk of the spread of fire;
- In relation to the means of escape from the building;
- For securing that, at all material times, the means of escape can be safely and effectively used;
- In relation to the means for fighting fires in the building;
- In relation to the means for detecting fire in the building and giving warning in case of fire.

The duties do not extend to individual properties within the building, but, in order that the Council can comply with its applicable duties, it has undertaken a programme of installation of fire-resistant doors to each property, complying with current British Standards applicable to fire resistant doors, which has been carried out following advice and assistance from the fire service. These doors are integral to the prevention of the spread of fire to the common parts and leaseholders are therefore required not to interfere with the doors in any way, including, but not limited to fitting or installing any security lock, chain, bolt or other device or item. If the Council has to replace the door due to it no longer being a fire-resistant door caused by the actions of the leaseholder or their sub-tenant, visitors, agents or workmen, the Council will seek reimbursement of the full cost of the replacement door and installation from the leaseholder via the service charge.

## **4 LEASEHOLDER RESPONSIBILITIES**

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### **4.1 Alterations and Improvements**

The leaseholder is responsible for maintaining and repairing the internal parts of the property. The leaseholder is also responsible for the maintenance of fixtures and fittings in the property. Under the terms of the lease the leaseholder will require the council's permission to carry out any alterations and improvements affecting:

- The council's fixtures and fittings; or
- The exterior of the building; or
- The structure of the building (including the removal of internal walls).

Leaseholders wishing to carry out alterations or improvement works to their home must apply for the council's consent as required by the lease and provide details of the proposed works. Consent may be granted subject to conditions, such as obtaining planning permission and/or appropriate buildings regulations consent, where this is required. Leaseholders should not change or alter the main entrance door to the property.

#### **4.2 Leaseholder and Sub-tenant Behaviour**

The leaseholder's responsibilities are defined within the lease. The leaseholder is expected to adhere to a particular standard of behaviour and conduct whilst residing at the leasehold property. Leaseholders are responsible for the actions of sub-tenants and visitors to their home. The leaseholder should refer to their original lease for a full description of their responsibilities. The list provided below is not intended to be exhaustive and is used for illustrative purposes only:

- The leaseholder or subtenant/s must not cause nuisance and annoyance to any other tenant/leaseholder or anyone residing in the locality.
- The leaseholder must not obstruct or keep rubbish in the communal areas or porches (including shared gardens).
- The leaseholder must not make any structural alterations to the property without first gaining the consent of the Council.
- The leaseholder must pay all demands for service charges that relate to costs that have been reasonably incurred or which the Council estimates are due to be incurred during that accounting period (meaning 1 April to 31 March in any year).
- Where a leaseholder persists in acting in a manner which places them in breach of the lease, appropriate legal action may be taken.
- The leaseholder must ensure that any gas appliances (permanent or portable), and gas flues have regular gas safety checks.

The Council retains powers of forfeiture if a leaseholder breaches any term of their lease including:

- Non-payment of service charges;
- Causing a nuisance, annoyance or inconvenience to neighbours; or
- Fails to keep their property in good repair and condition.

This power will be considered as a last resort and the Council will seek to work with leaseholders to resolve debt issues, improve property standards or change behaviour before seeking to end the lease through legal action.

## **5 SERVICE CHARGES**

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### **5.1 Services included with the Service Charge**

Dependent upon the type of building, the service charge can cover communal area repairs, scheduled health and safety services as deemed necessary by the Council and required by law, communal energy costs, communal TV aerial maintenance, cleaning of communal areas, building insurance and management costs. The Council reserves the right to collect a service charge for the maintenance of external communal areas including gardens.

### **5.2 Setting the Annual Service Charge and Making Payments**



The service charge is calculated so that the leaseholder pays a proportional share of the cost of providing services to their block. This is set out in accordance with the lease.

Under section 21B of the Landlord and Tenant Act 1985, the Council must include a summary of rights and obligations with all invoices demanding the payment of service charges. If the Council fails to provide such summary, a leaseholder may withhold payment of the service charge.

Under section 20B of the Landlord and Tenant Act 1985 the Council must request payment of a service charge for services provided to a leaseholder within 18 months of the costs being incurred. Requests for payment after 18 months of the costs being incurred are considered to be “out of time” and the leaseholder will not be liable to pay those costs.

The Council will accept monthly payments by instalments over a twelve-month interest free period. The leaseholder will be strongly encouraged to make payments by direct debit. If severe financial hardship can be demonstrated a repayment plan can be agreed extending the repayment period.

### **5.3 Service Charges Mandatory Cap**

The Social Landlords Mandatory Reduction of Service Charges (England) Directions 2014 limit the amount social landlords (which includes the Council), can charge leaseholders over any five-year period, to £15,000 in London and £10,000 in the rest of England. The mandatory cap only applies to leaseholders who live in their property as their only or principal home and not to leaseholders who rent/sub-let their properties.

### **5.4 Ground Rent**

The Ground Rent is £10 per year and is a rental paid to the Council. Ground rent statements will comply with the requirements of the Commonhold and Leasehold Reform Act 2002. Since the implementation of The Leasehold Reform (Ground Rent) Act 2022 on 30 June 2022, ground rent can no longer be charged on any new leases.

### **5.5 Payment Options**

The Council appreciates that leaseholders are understandably concerned about the prospect of receiving sizeable bills in respect to their contribution towards service charges and “major works”. In response, the Council offers a selection of affordable payment options to enable leaseholders to pay towards the cost of “major works”. Leaseholders will be provided with all relevant information about payment options including via Direct Debit, internet banking Standing Orders and payment cards .

### **5.6 Review of Disputed Invoices**

Should a leaseholder wish to dispute or query the whole or part of their annual service charge they may request a summary of the service charge account. The leaseholder must make the request in writing and the Council will respond within one month of the request or such other time limit in accordance with section 21 Landlord and Tenant Act 1985. The summary will include:

- How the costs relate to the service charge demanded.

- Any items for which the landlord did not receive demand for payment for during the accounting period.
- Any items for which a demand was received and for which no payment has been made during the accounting period.
- Any items for which a demand was received and for which payment was made during the accounting period.

The leaseholder's service charge invoice shall be placed into dispute until such time it is resolved. If the District Council fails to provide the information required by section 21 within the above-time period, the leaseholder has the right to withhold payment of the service charge until the information is provided. Once all the information has been provided, the invoice shall be removed from dispute and the leaseholder shall be required to pay the service charge. A leaseholder has the right within a period of six months from receipt of the written summary of the service charge account to write to the Council to request access to inspection of the accounts, receipts and any other documents relevant to the service charge information contained within the summary. Facilities for inspection must be provided within one month of the request and be made available for two months. (Section 22 of the Landlord and Tenant Act 1985) The Council is unable to waive charges that are lawfully due.

If the leaseholder, preferably after exhausting the Council's internal complaints procedure, is still unhappy with any element of their service charge bill, an application for a final decision from the First Tier Tribunal (FTT) Property Chamber can be made. Leaseholders can challenge the reasonableness of service charge by applying to the FTT.

## 5.7 Insurance

As a condition of the lease the Council will take out building insurance to cover all its assets including blocks of flats. The leaseholder contribution towards the cost of building insurance is included within the annual service charge. The building insurance provides cover for damage caused to the building by:

- Fire;
- Explosion;
- Aircraft collision;
- Earthquake;
- Lightning;
- Storm damage;
- Floods;
- Impact.

The policy insures each building up to the replacement value of the building plus the replacement of all individual flats including the leaseholder's if so required, but it does not insure the leaseholder's contents. Responsibility for insuring the contents of the property, including fixtures and fittings, rests with the leaseholder and it is strongly recommended that all leaseholders arrange their own home contents insurance which is suitable to their needs and requirements as deemed by themselves.

## 6 DEALING WITH A LEASE ON DEATH

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The lease forms part of the leaseholder's assets or estate. On their death the estate is administered by their executors or closest living relative through probate.

## **7 SELLING AND LETTING A LEASEHOLD PROPERTY**

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The leaseholder must inform the Council when they wish to sell their leasehold property. Under section 156A of the Housing Act 1985, if a leaseholder wishes to sell their property within the first ten years of purchase, they are required to give the Council the right of first refusal to purchase the property before it is placed on the open market.

The leaseholder may have to pay back to the Council a proportion of the Right to Buy discount they received at the time of purchase from the Council, if they sell the property within the first five years of buying their property.

If the leaseholder wishes to let their property out and become a landlord, section 159 Housing Act 1985 allows this, without the leaseholder having to first offer back the property to the Council or repay any portion of the Right to Buy discount they received on their purchase, providing the term of the letting agreement is less than 21 years. As a responsible landlord, the Council must know who is residing within its buildings, it will therefore require the leaseholder to:

- Provide details of their new contact details, and the contact details of any management company appointed to manage the letting of the leasehold property.
- Ensure that their tenant complies with all provisions contained within the leaseholder's lease. The leaseholder will be responsible for how the tenant conducts their tenancy.
- Ensure that all costs due to the Council under the lease continue to be paid.

Any estate agent representing a leaseholder wishing to sell or let the leasehold property must obtain written permission from the Council, as the freehold owner of the property and also in its statutory capacity as local planning authority, to display 'for sale' and 'to let' signs outside blocks of low- and high-rise flats. Permission will be granted at the discretion of the Council and in accordance with the Town and Country Planning Act. Leaseholders can also exercise the right to purchase the freehold of the building as a group, as long as they meet the qualifying criteria contained in the relevant legislation at the time of application and this is known as enfranchisement. This is possible even if the Council does not wish to sell, as long as the leaseholders qualify. To qualify, the current criteria are:

- The block must contain more than two flats.
- No more than 10% of the floor area must be used for non-residential purposes, such as shops or a similar commercial unit.
- At least two thirds of the flats in the block must be owned by leaseholders;
- At least two thirds of those leaseholders must want to buy the freehold.

Enquiries regarding enfranchisement must be directed to the Council.

## **8 LEASE EXTENSION**

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Lease extension is provided for in the Leasehold Reform, Housing and Development Act 1993 (as amended). Technically it is not an extension, but the issue of a new lease for 90 years, plus the balance of the old lease and generally on the same terms as the existing lease. A lease is known as being 'short' if it has less than 80 years remaining. Lease extensions can be statutory or discretionary. In order to qualify for a lease extension, a leaseholder must have owned the property for at least two years.

## **9 RE-MORTGAGING, FURTHER ADVANCES AND POSTPONEMENT OF CHARGES**

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If the leaseholder wishes to re-mortgage their property or get another secured loan during the discount repayment period (5 years from the date of purchase from the Council), their mortgage company will require them to get a 'postponement' of the Council's discount charge. A postponement makes sure that the new loan takes priority over the repayment of the discount under the Right to Buy. This means that, should the property be sold within the discount repayment period, the mortgage or loan would be repaid first out of the sale proceeds and then the Council's discount will be repaid. If there is any money outstanding following the repayment of both the mortgage and discount charge (and any other charges registered against the property), this will belong to the leaseholder.

A request for a postponement during the discount repayment period will only be considered if the leaseholder satisfies the condition contained in s156 Housing Act 1985 namely, that any amount of loan over and above the amount paid for the purchase of the property ('Additional Borrowing'), will only take priority over the Council's discount charge, if such amount is for an approved purpose. Some of the current approved purposes are:

- The leaseholder wishing to use the additional borrowing to pay for works to the property, subject to the leaseholder providing evidence of the works in the form of quotes on tradesmen's letter-headed paper, to the Council;
- The additional borrowing is for the payment of a service charge;
- Repay the existing mortgage and interest accrued.

## **10 CONSULTATION AND ENGAGEMENT**

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The Council is required to consult with all leaseholders within their blocks in accordance with s20 Landlord and Tenant Act 1985. In addition to consultation on major works the Council will also seek to consult with leaseholders on all matters that impact upon their leasehold property. The Council will continue to ensure there is leaseholder representation across the district by developing customer involvement and scrutiny structures.

## **11 LEGAL AND REGULATORY FRAMEWORK**

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- Housing Act 1985
- Landlord and Tenant Act 1985
- The Commonhold and Leasehold Reform Act 2002
- Data Protection Act 2018 and the General Data Protection Regulations.
- Leasehold and Freehold Reform Act 2024
- Social Housing Regulation Act 2023
- The Leasehold Reform (Ground Rent) Act 2022

## **12 LINKS TO OTHER POLICIES**

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The Leaseholder Management Policy is linked to a number of other housing policies, namely:

- Repairs and Planned Maintenance Policy
- Tenancy and Estate Management Policy
- Corporate Complaints and Feedback Policy

- Anti-Social Behaviour Policy
- Corporate Debt Policy
- Decant Policy
- Compensation Policy
- Income Collection and Recovery Policy

### 13 COMPLAINTS AND FEEDBACK

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If a leaseholder is not satisfied with the level of service they have received, they may register a complaint through the council's formal complaints procedure. Details are available from any council office or online ([www.stroud.gov.uk](http://www.stroud.gov.uk)).

First-Tier Tribunal (Property Chamber) If having followed the complaints procedure the complainant remains dissatisfied with the Council's decision, they have the right to apply to the relevant Tribunal to settle the dispute. The fee's payable to the tribunal will vary and will be dependent upon the type of application. It is suggested that leaseholders contact the Leasehold Advisory Service, who may be found at <http://www.lease-advice.org>, who are an independent body and will be able to provide advice on how to proceed with any application.

### 14 KEY CONTACTS

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#### Leaseholder Services:

- Telephone: 01453 766321 (office hours only)
- Email: [leaseholders@stroud.gov.uk](mailto:leaseholders@stroud.gov.uk)
- Ebley Mill, Ebley Wharf, Stroud, Glos, GL5 4UB

#### Housing Repairs

There are several ways that you can contact us to request a housing repair:

- Telephone: 01453 766321
- Email: [property.care@stroud.gov.uk](mailto:property.care@stroud.gov.uk)
- Text on: 07984 442968 and start your repairs with the word REPAIRS

#### 14.1 Roles and Responsibilities

- The Head of Tenant Relationships has overall responsibility for SDC's Leaseholder Service.
- Operational management of the Service is delivered by the Resident Engagement Team, supported by the Tenancy & Sustainment, Asset & Investment, and Property Services Teams where appropriate.

### 15 GLOSSARY

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The meanings of some words/phrases used in this document are given below:

- **Building / Block** – both of these terms are used throughout this document and mean the same thing, that being, the whole building that the Leasehold property is located in.
- **Enfranchisement** – Leaseholders joining together to buy the freehold of the building.
- **Forfeiture** – the right of the freehold owner to apply to the Courts to end the Lease if the conditions have been breached.
- **Freehold Property** – the absolute ownership of a property.

- **Freeholder/Freehold Owner** - within this document means the District Council which owns the building and is responsible for the maintenance and repair of the structure, exterior and any common parts.
- **Lease** - is a binding contract, enforceable in law and defines the rights and obligations of the Leaseholder, and the District Council as the freeholder of the property.
- **Leasehold Property** – individual property that is under a long lease from the Council and which forms part of the building that remains within the Council's ownership.
- **Leaseholder** – someone who has bought a Leasehold Property for which Stroud District Council retains the freehold.
- **Major Works** – means works that are proposed to be carried out to a building which will cost each leaseholder within that block £250 each or more.
- **Service Charge** – the annual financial contribution Leaseholders pay towards the day to day running costs of the block of flats in which they reside.

## **16 APPENDIX A - RELEVANT SECTIONS OF THE LANDLORD AND TENANT ACT 1985 RELATING TO SERVICE CHARGES**

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S. 19 Requires service charges to be reasonable:

- The charges must be reasonable;
- The provision of services and/or works must be reasonable; and
- The services and/or works must be of a reasonable standard.

Either the landlord or the leaseholder can apply to the First Tier Tribunal (FTT) for a determination that the services, works and/or costs are reasonable. If legal action is taken against a leaseholder for service charge arrears, the court will refer the case to the FTT for a determination regarding reasonableness.

S. 20 Requires landlords to consult leaseholders with variable service charges before carrying out 'qualified works' or entering into 'qualifying long term agreements' with contractors and suppliers, where the cost of such services or works are to be recovered through the service charge. If the appropriate consultation is not completed, the maximum that can be recovered is £250 for qualified works, or £100 per year for qualifying long term agreements. Section 20B stipulates that if a demand for payment is not requested within 18 months of the costs being incurred then they will not be recoverable.

S 21 Requires the provision of a written summary of costs for any accounting period if requested by a leaseholder. Where the service charge relates to more than four homes, the summary has to be certified by a qualified accountant (which cannot be an internal accountant) as being a fair summary and be sufficiently supported by accounts, receipts and other relevant documents. The summary must be provided within one month of the request or within six months of the relevant accounting period, whichever is later. Failure to comply with this provision is a criminal offence.

S. 21B Requires that every service charge demand includes a document entitled 'Service charges – summary of tenants' rights and obligations'. The document sets out the rights and obligations of both the leaseholder and Stroud District Council. The document format is prescribed by Regulations.

S. 22 Stipulates that if a leaseholder requests a statement of account, within six months of doing so they may also request to inspect the supporting accounts and documentation. If such a request is received, Stroud District Council must make the documentation and facilities for inspecting them available for two months, within one month of the request.