

Step by Step Guide to Solicitor's Work for the Purchase of a Leasehold Property

WE

1. Obtain contract, title documents, Leasehold information pack and information forms from Seller's Solicitors.
2. Submit searches online on your behalf. Following receipt of the search results we review and send the same to you with our comments. We shall forward any adverse search results to your mortgage lender (if applicable). We always recommend that, in addition to your mortgage valuation, you ALSO have an enhanced valuation, which you can arrange via the Estate Agents.
3. Raise enquiries with the Seller's Solicitors regarding the title, Leasehold pack and the search results.
4. Draft the Transfer document, which is the document which we use to register your purchase with the Land Registry.
5. Receive the mortgage instructions (if applicable) and report to you. We must ensure that we can satisfy any Special Conditions in the mortgage offer.
6. Once replies to all enquiries received, review the title deeds and report to you.
7. Will either invite you to an appointment to explain all the documents or send them via post and ask you to sign all the legal paperwork.
8. Request from you the exchange deposit (usually 10% of the purchase price) unless this is coming from your sale
9. Inform your mortgage lender of the proposed date for completion and ensure that the mortgage advance can be provided by the proposed date (5 working days' notice is normally required)
10. Arrange exchange of contracts with Seller's Solicitors. This is when the purchase becomes legally binding and you cannot pull out without financial penalties. **Please note** unless you state otherwise, we assume we have your authority to exchange by telephone. We suggest after exchange of contracts that you activate your buildings insurance and arrange removals.
11. Agree apportionments of ground rent and service charges with the Seller's solicitors.
12. Request from you the balance to complete and obtain from your mortgage lender the mortgage advance (if applicable).
13. Complete the purchase of your property on the agreed Completion date. The keys will be available from the Estate Agents between approximately 12.30pm-3.30 pm.
14. Submit your Stamp Duty return, pay Stamp Duty
15. Serve Notice of Assignment/ Charge on the Landlord
16. Register you as the owner of the property with the Land Registry and send the title deeds to your lender (if any).

Deadline for exchanges where matters have to be given priority	- from £100.00
Unregistered titles	- from £70.00
Boundary disputes	- from £70.00
Money Laundering issues	- from £50.00
Unforeseen Additional work	- from £50.00
Trust Deed	from £150.00

Part B - Guide to Ownership of a Leasehold Flat

INTRODUCTION

As the purchaser, or owner, of a leasehold flat, it is in your own interest to understand the legal nature of the ownership. What exactly do you own and what are the associated rights and liabilities? This guide aims to help you to:

- understand residential leasehold;
- be clear on your rights; and
- appreciate what your responsibilities are

WHAT IS LEASEHOLD?

Leasehold ownership of a flat is simply a long tenancy, the right to occupation and use of the flat for a long period – the ‘term’ of the lease. This will usually be for 99 or 125 years and the flat can be bought and sold during that term. The term is fixed at the beginning and so decreases in length year by year. Thus, if it were not for inflation, the value of the flat would diminish over time until the eventual expiry of the lease, when the flat returns to the landlord (although an assured tenancy would then become a possibility).

Leasehold ownership is not the same as freehold ownership. With freehold ownership you will own the land and the buildings on the land and you will have more control over what you do with it.

The leasehold ownership of a flat usually relates to everything within the four walls of the flat, including floorboards and plaster to walls and ceiling, but does not usually include the external or structural walls. A garden can be included, unless it is a communal garden for the building. What the leaseholder owns is often defined in the lease as the “Demised Premises”

The structure and common parts of the building and the land it stands on are usually owned by the freeholder, also known as the landlord. The freeholder is, normally, responsible for the maintenance and repair of the building. If so, the costs for doing so are recoverable through the service charges and billed to the leaseholders.

The landlord can be a person or a company, including a local authority or a housing association. It is also possible for the leaseholders to own the freehold of the building, through a residents’ management company, effectively becoming their own landlord. Furthermore under right to manage (see below), the lessees may not own the freehold but are able to manage the building as if they were the landlord.

This leaflet refers to ‘the landlord’ throughout, although this may also be the leaseholders’ own company.

Leasehold flats can be in purpose-built blocks, in converted houses or above commercial or retail premises. They will also include “maisonettes”, which term is, generally, used for flats with their own separate entrances.

WHAT IS A LEASE?

A lease is a contract between the leaseholder and the landlord giving conditional ownership for a fixed period of time. It is an important document and leaseholders should ensure that they have a copy and that they understand it.

The wording of leases is usually in legal language and can vary from property to property. It is difficult to change the conditions of the lease after you buy, so make sure that the services provided for and the obligations imposed in the lease are those that you want or can accept.

The lease sets out the contractual obligations of the two parties: what the leaseholder has contracted to do, and what the landlord is bound to do. The leaseholder's obligations will include payment of the ground rent (if any) and contribution to the costs of maintaining, insuring and managing the building. The lease will probably also place certain conditions on the use and occupation of the flat. The landlord will usually be required to manage and maintain the structure, exterior and common areas of the property, to collect service charges from all the leaseholders, insure the building and keep the accounts.

Leaseholders are not necessarily entirely free to do whatever they want in or with the flat – the lease comes with conditions, to protect the rights of everyone with an interest in the building. For example, retirement schemes will usually have restrictions on the age of those who can live there.

When a flat changes hands, the seller passes on all the rights and responsibilities of the lease to the purchaser, including any future payments of service charges that have not yet been identified. When you are the purchaser your solicitor should make enquires of the seller, and the Landlord, that service charges and ground rent are paid up to date. This is important, as the buyer can be liable for outstanding charges, even if incurred prior to their ownership.

Read the lease – understand your rights and responsibilities. Ask if the landlord or manager produces a plain English summary for you to read and whether there are any additional house rules.

WHAT ARE YOUR CONTRACTUAL RIGHTS?

First and foremost, the right of "quiet enjoyment" of the flat for the term of the lease, this right is implied by law, even if it is not set out in the lease. "Quiet enjoyment" means the right to reside in the premises without unreasonable interference from the landlord. In addition, the leaseholder has the right to expect the landlord to maintain and repair the building and manage the common parts – that is, the parts of the building or grounds not specifically granted to the leaseholder in the lease but to which there are rights of access, for example, the entrance hall and staircases.

WHAT ARE YOUR RESPONSIBILITIES?

Principally, these will be the requirements to keep the inside of the flat in good order, to pay (on time) a share of the costs of maintaining and running the building, to behave in a neighbourly manner and not to do certain things without the landlord's consent, for example, make alterations or sublet. The landlord has an obligation to ensure that the leaseholder complies with such responsibilities for the good of all the other leaseholders. These rights and responsibilities will be set out in the lease.

WHAT IS GROUND RENT?

Because leasehold is a tenancy, it is subject to the payment of a rent (which may be nominal) to the landlord. Ground rent is a specific requirement of the lease and must be paid on the due date, subject to the issue of a formal and specific demand by the landlord.

You may sometimes hear the term "peppercorn rent", this is an historic term which today means no ground rent is payable.

WHAT ARE SERVICE CHARGES?

Service charges are payments by the leaseholder to the landlord for all the services the landlord provides. These will include maintenance and repairs, insurance of the building and, in some cases, provision of central heating, lifts, porterage, estate staff, lighting and cleaning of common areas etc. Usually the charges will also include the costs of management, either by the landlord or by a professional managing agent.

Service charges will vary from year to year; they can go up or down without any limit other than that they are reasonable.

Details of what can (and cannot) be charged by the landlord and the proportion of the charge to be paid by the individual leaseholder will all be set out in the lease. The landlord arranges provision of the services. The leaseholder pays for them.

All costs must be met by the leaseholders; the landlord will generally make no financial contribution. Most modern leases allow for the landlord to collect estimated service charges in advance, repaying any surplus or collecting any shortfall at the end of the year.

The landlord can only recover the costs of services which are reasonable. Leaseholders have the right to challenge service charges they feel are unreasonable at the First-tier Tribunal (Property Chamber).

When considering the purchase of a leasehold flat, it is important to find out, for personal budgetary purposes, what the current and future service charges are likely to be. Also check if there is a reserve fund, and what plans there are for major works that could affect the service charge in the next few years after your purchase.

WHAT ARE RESERVE FUNDS?

Many leases provide for the landlord to collect sums in advance to create a reserve or 'sinking' fund to ensure that sufficient money is available for future major works, such as external decorations or lift replacement. The lease will set out the arrangements for this may state when regular or cyclical, maintenance works are due.

Contributions to the reserve fund are not repayable when the flat is sold. If there is insufficient money in the reserve fund to deal with major works the costs will be shared between owners in the proportions set out in the individual leases.

HOW IS THE BUILDING INSURED?

The lease will normally require the landlord to take out adequate insurance for the building and the common parts, and will give him the right to recover the cost of the premium through the service charges. This policy will not normally cover the possessions of individual leaseholders, for which contents insurance should be taken out.

WHAT HAPPENS IF THE LEASEHOLDER DOESN'T PAY?

It is the leaseholder's obligation to pay the service charges and ground rent promptly under the terms of the lease. If they are not paid and the landlord is able to satisfy a Tribunal that service charges are properly due and reasonable, then he can begin forfeiture proceedings by serving a formal notice of breach of the lease on the leaseholder and giving a reasonable time to rectify the breach, i.e. by paying. If the leaseholder does not comply with this notice the landlord can apply to the County Court for forfeiture of the lease. For ground rent the formal notice of breach is not required.

The court has wide discretion where forfeiture is concerned, but if forfeiture is approved by a court, this can lead to the landlord repossessing the flat.

The landlord may also seek a county court judgment for payment, which can affect a leaseholder's ability to obtain credit.

WHAT IS A MANAGING AGENT?

Sometimes the landlord or the residents' management company carries out the management of the property direct; alternatively, a managing agent may be appointed to manage and maintain the building on behalf of the landlord, in accordance with the terms of the lease, current relevant legislation and codes of practice.

The agent takes instruction from the landlord, not the leaseholders, but should be aware of the leaseholders' wishes and requirements. The agent will receive a fee for day to day management which will usually be paid by leaseholders as part of the service charges. It is good and common practice for it to be a fixed fee per annum. Where major works are involved, the agent may charge an additional fee, which will normally be a percentage of the total cost of such works.

WHAT OTHER RIGHTS DOES THE LEASEHOLDER HAVE?

Probably more than you think. There is a wide range of rights set out in the legislation and advice is readily available; however, where a dispute arises, the first step should be to ask the landlord or managing agent for full details and/or an explanation. These rights include:

Information: the landlord must provide his name and a contact address within England or Wales which must be stated on every demand for ground rent and service charges. Leaseholders can demand summaries of costs of the services, details of the insurance cover and have the right to inspect invoices for services and other documents. With each demand for service charges and administration charges there must be an accompanying summary of rights and obligations.

Consultation on major (qualifying) works: the landlord should not carry out major works to the building where it costs any leaseholder more than £250 without first consulting the leaseholders in the proper fashion; if he fails to do this, he may be able to recover only £250 of the costs from each leaseholder

Consultation on long-term agreements: the landlord cannot enter into certain agreements or contracts for any service over 12 months where the cost to any leaseholder is more than £100 per year without first consulting the leaseholders

Challenging service charges: leaseholders can apply to the First Tier Tribunal (Property Chamber) to seek a determination of the liability to pay and reasonableness of the charges, whether already paid or not.

Challenging administration charges: leaseholders can apply to the Tribunal to seek a determination of the liability to pay and reasonableness of other charges arising from the lease in addition to the service charge. For example, consents for alterations and subletting, or fees for providing information.

Right to manage: if groups of leaseholders who satisfy certain conditions want to change the management of their property, whether it is deficient or not, they can do so by using the right to manage. This is a 'no fault, no compensation' process that will allow leaseholders as a group to decide the management arrangements for the property. This right does not apply where the landlord is a local authority.

Appointing a manager: if the landlord's management is deficient, then leaseholders can apply to the Tribunal for the appointment of a manager (except where the landlord is a housing association or local authority).

Extending a lease: an individual leaseholder who satisfies certain conditions has a right to lease a extension from the landlord, adding 90 years to the existing lease, with the price to be agreed between the parties, or, if this is not possible, set by the Tribunal.

Buying the freehold: groups of leaseholders who satisfy certain conditions can get together and enforce the sale of the freehold by the landlord to them, again with the price being agreed between the parties or, if this is not possible, set by the Tribunal.

Right of first refusal: in most cases, where the landlord proposes to sell the freehold or an interest in the building, he must offer it to the leaseholders first. It is a criminal offence for the landlord not to comply. There are some exceptions to this requirement, including housing associations and local authority landlords.

Right to vary a lease: a lease can be varied at any time with the agreement of all interested parties. Otherwise an application can be made to a Tribunal on the grounds that it is defective in some way, which can include that it does not make proper provision for such things as the repair or maintenance of the building, insurance etc.

Right to complain to "Redress Scheme" about a property manager: since October of 2014 anyone involved in property management work, subject to some exceptions, is required to belong to one of three government approved redress schemes. If you have a complaint about the conduct of your managing agent, you can complain to the scheme to which they belong.

Timescales : the length of time that a transaction can take will vary in each case dependent upon a number of factors. On average, a straightforward purchase/sale/remortgage will take approximately 10 to 12 weeks.