

Notice of proposed commonhold assessment

FORM 1

2004

You have one month beginning with the date on which this notice is given to make written representations to the commonhold association about the proposed commonhold assessment. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the unit-holder

Name of commonhold

Name of unit-holder

Address of unit-holder

Unit number

Name and address of commonhold association

Registered company number

Proposed assessment for the commonhold (in figures)

Percentage allocated to your unit (in figures)

Amount of the proposed assessment allocated to your unit (in figures)

(in words)

Details of the amounts and dates of payments you will be required to make (use additional sheet if necessary)

Details of how to make representations (use additional sheet if necessary)

Signed (on behalf of the commonhold association)

Date

Name (please print)

Request for payment of commonhold assessment

FORM 2

2004

This is a request for payment. Interest will be payable on any late payment. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the unit-holder

Name of commonhold

Name of unit-holder

Address of unit-holder

Unit number

Name and address of commonhold association

ADDRESS

Registered company number

Assessment for the commonhold (in figures)

Percentage allocated to your unit (in figures)

Amount of the assessment allocated to your unit (in figures)

(in words)

Details of the amounts and dates of payments you are required to make (use additional sheet if necessary)

Signed (on behalf of the commonhold association)

Date

Name (please print)

Request for payment of emergency commonhold assessment

FORM 3

2004

This is a request for payment. Interest will be payable on any late payment.
Please refer to the commonhold community statement for further details and, if
necessary, get independent advice.

To be completed by the
commonhold association
and sent to the unit-holder

Name of commonhold

Name of unit-holder

Address of unit-holder

Unit number

Name and address of
commonhold association

NAME

ADDRESS

Registered company
number

Emergency assessment
for the commonhold (in figures)

Percentage allocated to
your unit (in figures)

**Amount of the
emergency assessment** (in figures)

allocated to your unit (in words)

You are required to pay the
above sum to the
commonhold association by DD/MM/YY

An emergency
assessment is necessary
for the following reasons
(use additional sheet if necessary)

Signed (on behalf of the
commonhold association)

Date

Name (please print)

Notice of proposed reserve fund levy

FORM 4

2004

You have one month beginning with the date on which this notice is given to make written representations to the commonhold association about the proposed reserve fund levy. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the unit-holder

Name of commonhold

Name of unit-holder

Address of unit-holder

Unit number

Name and address of commonhold association

Registered company number

Proposed reserve fund levy for the commonhold (in figures)

Percentage allocated to your unit (in figures)

Amount of the proposed reserve fund levy allocated to your unit (in figures)

(in words)

Details of the amounts and dates of payments you will be required to make (use additional sheet if necessary)

Details of how to make representations (use additional sheet if necessary)

Signed (on behalf of the commonhold association)

Date

Name (please print)

Request for payment of reserve fund levy

FORM 5

2004

This is a request for payment. Interest will be payable on any late payment. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the unit-holder

Name of commonhold

Name of unit-holder

Address of unit-holder

Unit number

Name and address of commonhold association

Registered company number

Reserve fund levy for the commonhold (in figures)

Percentage allocated to your unit (in figures)

Amount of the reserve fund levy allocated to your unit (in figures)

(in words)

Details of the amounts and dates of payments you are required to make (use additional sheet if necessary)

Signed (on behalf of the commonhold association)

Date

Name (please print)

Notice to tenant of diversion of rent

FORM 6

2004

This notice requires you to pay all or part of your rent to the commonhold association instead of your landlord. Interest will be payable on any late payment. Please refer to the commonhold community statement for further details and, if necessary, get independent advice. A copy of this notice is being sent to your landlord.

To be completed by the commonhold association and sent to the tenant

Name of commonhold

Name of tenant

Address of tenant

Unit number

Name and address of commonhold association

Registered company number

Name of landlord

The commonhold association is owed money by your landlord in respect of
(tick as appropriate)

- commonhold assessment payments
- reserve fund levy payments
- interest outstanding

You are required to pay the rent payable under your tenancy agreement to the commonhold association, until you have paid the following sum

(in figures)

(in words)

Further details of payments, where applicable
(use additional sheet if necessary)

Signed (on behalf of the commonhold association)

Date

Name (please print)

Notice to sub-tenant of diversion of rent

FORM 7

2004

This notice requires you to pay all or part of your rent to the commonhold association instead of your landlord. Interest will be payable on any late payment. Please refer to the commonhold community statement for further details and, if necessary, get independent advice. A copy of this notice is being sent to your landlord and the unit-holder.

To be completed by the commonhold association and sent to the sub-tenant

Name of commonhold

Name of sub-tenant

Address of sub-tenant

Unit number

Name and address of commonhold association

NAME	ADDRESS
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Registered company number

Name of landlord

The commonhold association is owed money by your landlord in respect of (tick as appropriate)

diversion of rent payments

interest outstanding

You are required to pay the rent payable under your tenancy agreement to the commonhold association, until you have paid the following sum

(in figures)

(in words)

Further details of payments, where applicable (use additional sheet if necessary)

Signed (on behalf of the commonhold association)

Date

Name (please print)

Notice requesting further details about a tenancy

FORM 8

2004

Please provide the details specified below and return this form to the commonhold association. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be issued by the commonhold association and completed by the addressee

A. To be completed by the commonhold association

Name of commonhold

Name of addressee

Address of addressee

Details of tenancy (such as parties to the tenancy and the relevant premises)

Unit number

Name and address of commonhold association

Registered company number

Signed (on behalf of the commonhold association) Date

Name (please print)

B. To be completed by the addressee

Details of length of tenancy (state whether it is fixed/periodical tenancy and its length)

Details of rent payable (use additional sheet if necessary)

Where the rent payable is a fixed sum, please state the amount payable, the periods for which the rent is payable, the dates on which the rent is payable and, if applicable, the dates and terms on which the rent is subject to review. Where the rent is variable, please state the method of calculating the rent payable, the periods for which the rent is payable and the dates on which the rent is payable.

Signed Date

Name (please print)

Commonhold unit information certificate

FORM 9

2004

This certificate has been issued at the request of a unit-holder. It specifies the debts owed to the commonhold association at the date stated below for a particular commonhold unit in respect of the commonhold assessment, reserve fund levies and any interest for late payment. Once the unit has been transferred, the commonhold association may require the new unit-holder to pay these debts.

To be completed by the commonhold association and sent to the unit-holder

This certificate does not limit the liability of the person who is the unit-holder at the date of this certificate.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

Name of commonhold

Unit number

Address of commonhold unit

Name and address of commonhold association

<small>NAME</small>	<small>ADDRESS</small>
<input type="text"/>	<input type="text"/>

Registered company number

Amount outstanding

(in figures)

(in words)

This amount has been calculated as follows
(use additional sheets if necessary)

Signed (on behalf of the commonhold association) Date

Name (please print)

Notice of transfer of a commonhold unit

FORM 10

2004

This notice must be completed and sent to the commonhold association within 14 days of the date on which the transferee is entitled to be registered as owner of the unit at Land Registry.

To be completed by the transferee and sent to the commonhold association

A transferee who fails to do this may not be registered as a member of the commonhold association. As a result the transferee may not receive notice of proposals affecting unit-holders, be entitled to vote or have any say in decisions relating to the running of the commonhold. A transferee must give a postal address in the UK as an address for correspondence and may specify up to two further postal or electronic addresses for correspondence.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice. The change of ownership must also be registered at Land Registry.

Name of commonhold

Name and address of commonhold association

<small>NAME</small>	<small>ADDRESS</small>
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Date of transfer DD/MM/YY

Unit number

Name of transferor

Address of transferor

Name of transferee

Address of transferee for future correspondence
(use additional sheet if necessary)

Signed Date

Name (please print)

Notice of transfer of part of a commonhold unit

FORM 11

2004

This notice must be completed and sent to the commonhold association within 14 days of the date on which the transferee is entitled to be registered as owner of the unit at Land Registry.

To be completed by the transferee and sent to the commonhold association

A transferee who fails to do this may not be registered as a member of the commonhold association. As a result the transferee may not receive notice of proposals affecting unit-holders, be entitled to vote or have any say in decisions relating to the running of the commonhold. A transferee must give a postal address in the UK as an address for correspondence and may specify up to two further postal or electronic addresses for correspondence.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice. The change of ownership must also be registered at Land Registry.

Name of commonhold

Name and address of commonhold association

<small>NAME</small>	<small>ADDRESS</small>
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Date of transfer DD/MM/YY

Land indicated on the attached plan was transferred from unit number

The land transferred has become

(tick and complete as appropriate)

part of unit number

a new commonhold unit

Name of transferor

Address of transferor

Name of transferee

Address of transferee for future correspondence
(use additional sheet if necessary)

Signed Date

Name (please print)

Notice of vesting of a commonhold unit by operation of law

FORM 12

2004

This notice must be completed and sent to the commonhold association within 14 days of the date on which the new unit-holder becomes aware of his entitlement to be registered as owner of the unit at Land Registry.

To be completed by the new unit-holder and sent to the commonhold association

A new unit-holder who fails to do this may not be registered as a member of the commonhold association. As a result the new unit-holder may not receive notice of proposals affecting unit-holders, be entitled to vote or have any say in decisions relating to the running of the commonhold. A new unit-holder must give a postal address in the UK as an address for correspondence and may specify up to two further postal or electronic addresses for correspondence.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice. The change of ownership must also be registered at Land Registry.

Name of commonhold

Name and address of commonhold association

<small>NAME</small>	<small>ADDRESS</small>
<input type="text"/>	<input type="text"/>

Date of vesting DD/MM/YY

Unit number

Name of new unit-holder

Address of new unit-holder for future correspondence
(use additional sheet if necessary)

The unit was vested in the person named above as
(tick and complete as appropriate)

- personal representative
- liquidator
- trustee in bankruptcy
- other (please specify)

Signed Date

Name (please print)

Notice to a prospective tenant

FORM 13

2004

Before granting a tenancy in a commonhold unit or part of a commonhold unit, a prospective landlord must give the following documents to the prospective tenant:

- a completed copy of this notice; and
- a copy of the commonhold community statement, including such of the plans or parts of plans as are relevant to the unit or part of the unit to be let.

To be completed by the prospective landlord and sent to the prospective tenant

This commonhold is managed by the commonhold association named below and is subject to a commonhold community statement. This statement is a legally binding document. It contains the rights and duties of the commonhold association and the unit-holders. Some of these duties bind tenants, irrespective of the terms of the tenancy agreement. If you fail to comply with any obligation imposed on you, it may be enforced against you. In addition, if you become a tenant of the premises named below, you must give the commonhold association an address for correspondence.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

Name of commonhold

Name of prospective tenant

Address of prospective tenant

Name of prospective landlord

Address of prospective landlord

Description of premises to be let
(use additional sheet if necessary)

These premises form the whole part of unit number

Name and address of commonhold association

Signed Date

Name (please print)

Notice of grant of a tenancy in a commonhold unit

FORM 14

2004

This notice must be completed and sent to the commonhold association within 14 days of the date on which the tenancy is granted. If the landlord fails to do this, the commonhold association may bring proceedings to enforce the duty to give this notice and the landlord may be liable to pay costs and/or compensation.

To be completed by the landlord and sent to the commonhold association

Where the tenancy is a written tenancy agreement, the landlord must send a copy of the agreement to the commonhold association. Where the tenancy is an oral tenancy agreement, the landlord must provide the details specified below. Please refer to the commonhold community statement for further details and, if necessary, get independent advice. The tenancy may have to be registered at Land Registry.

Name of commonhold

Name and address of commonhold association

NAME	ADDRESS
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Date on which tenancy was granted / / DD/MM/YY

The tenancy was granted in the whole part of unit number

(tick and complete as appropriate)

The tenancy was granted under (tick as appropriate) a written tenancy agreement (copy attached) an oral tenancy (see below)

Name of tenant

Address of tenant

Name of landlord

Address of landlord

If an oral tenancy, please provide the following details

Description of premises let

Length of tenancy Commencement date

Rent payable

Other relevant terms (use additional sheet if necessary)

Signed Date

Name (please print)

Notice to a prospective assignee

FORM 15

2004

Before assigning a tenancy of a commonhold unit or part of a commonhold unit, the current tenant must give the following documents to the prospective assignee:

- a completed copy of this notice; and
- a copy of the commonhold community statement, including such of the plans or parts of plans as are relevant to the unit or part of the unit to be let.

To be completed by the tenant and sent to the prospective assignee

This commonhold is managed by the commonhold association named below and is subject to a commonhold community statement. This statement is a legally binding document. It contains the rights and duties of the commonhold association and the unit-holders. Some of these duties bind tenants, irrespective of the terms of the tenancy agreement. If you fail to comply with any obligation imposed on you, it may be enforced against you. In addition, if you become a tenant of the above premises named below, you must give the commonhold association an address for correspondence.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

Name of commonhold

Name of prospective assignee

Address of prospective assignee

Name of current tenant

Address of current tenant

Description of premises to be assigned
(use additional sheet if necessary)

These premises form the
(tick and complete as appropriate)

whole

of unit number

part

Name and address of commonhold association

NAME

ADDRESS

Signed

Date

Name (please print)

Notice of assignment of a tenancy in a commonhold unit

FORM 16

2004

To be completed by the new tenant and sent to the commonhold association

This notice must be completed and sent to the commonhold association within 14 days of the date on which the tenancy is assigned. If the new tenant fails to do this, the commonhold association may bring proceedings to enforce the duty to give this notice and the new tenant may be liable to pay costs and/or compensation.

Please refer to the commonhold community statement for further details and, if necessary, get independent advice. The change of ownership may need to be registered at Land Registry.

Name of commonhold

Name and address of commonhold association

<small>NAME</small>	<small>ADDRESS</small>
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Date on which tenancy was assigned / / DD/MM/YY

Unit number

Name of previous tenant

Address of previous tenant

Name of new tenant

Address of new tenant

Description of premises assigned
(use additional sheet if necessary)

Length of tenancy Commencement date

Rent payable

Other relevant terms
(use additional sheet if necessary)

Signed Date

Name (please print)

Complaint notice against commonhold association

FORM 17

2004

Before giving this notice the complainant must consider whether the problem might be resolved by direct negotiation or by the use of arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the complainant and sent to the commonhold association

Name of commonhold

Name and address of commonhold association

Name of complainant

Address of complainant

I am the
(tick and complete as appropriate)

unit-holder

of unit number

tenant

Details of complaint
(use additional sheet if necessary)

Action requested
(use additional sheet if necessary)

I have
(tick as appropriate)

considered trying to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but I do not consider these methods to be appropriate

tried to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but without success

Signed

Date

Name (please print)

Reply to complaint notice against commonhold association

FORM 18

2004

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the complainant

Name of commonhold

Name of complainant

Address of complainant

Name and address of commonhold association

NAME

ADDRESS

Registered company number

The commonhold association acknowledges receipt of your complaint notice dated

DD/MM/YY

The commonhold association
(tick as appropriate)

- requires further information before it is able to reach a conclusion on the matter
- accepts the validity of your complaint
- disputes your complaint

Further details
(such as information required, action to be taken or reasons for disputing the complaint)

Is the association willing to try to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings?

- Yes
- No

Signed (on behalf of the commonhold association)

Date

Name (please print)

Default notice

FORM 19

2004

Before giving this notice the commonhold association must consider whether the problem might be resolved by direct negotiation or by the use of arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the alleged defaulter

Name of commonhold

Name of alleged defaulter

Address of alleged defaulter

Name and address of commonhold association

Registered company number

Details of complaint
(use additional sheet if necessary)

Action requested
(use additional sheet if necessary)

The association has
(tick as appropriate)

- considered trying to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings but does not consider these methods to be appropriate
- tried to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but without success

Signed (on behalf of the commonhold association)

Date

Name (please print)

Reply to default notice

FORM 20

2004

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by alleged defaulter and sent to the commonhold association

Name of commonhold

Name of alleged defaulter

Address of alleged defaulter

Name and address of commonhold association

NAME <input type="text"/>	ADDRESS <input type="text"/>
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I am the (tick and complete as appropriate)

unit-holder of unit number

tenant

I acknowledge receipt of your default notice dated / / DD/MM/YY

I (tick as appropriate)

require further information before I am able to reach a conclusion on the matter

accept the validity of your complaint

dispute your complaint

Further details (such as information required, action to be taken or reasons for disputing the complaint)

Are you willing to try to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings?

Yes

No

Signed Date

Name (please print)

Request for action

FORM 21

2004

Before giving this notice the complainant must consider whether the problem might be resolved by direct negotiation or by the use of arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings. Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the complainant and sent to the commonhold association

Name of commonhold

Name and address of commonhold association

Name of complainant

Address of complainant

I am the
(tick and complete as appropriate)

unit-holder

of unit number

tenant

Name of alleged defaulter

Address of alleged defaulter

Details of complaint
(use additional sheet if necessary)

I request that the commonhold association take action against the alleged defaulter.

I have
(tick as appropriate)

considered trying to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but I do not consider these methods to be appropriate

tried to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but without success

Signed

Date

Name (please print)

Reply to request for action

FORM 22

2004

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the commonhold association and sent to the complainant

Name of commonhold

Name of complainant

Address of complainant

Name and address of commonhold association

Registered company number

The commonhold association acknowledges receipt of your request for action dated

DD/MM/YY

The commonhold association
(tick as appropriate)

- requires further information before it is able to reach a conclusion on this matter
- accepts the validity of your complaint and will serve a default notice on the alleged defaulter
- will not serve a default notice on the alleged defaulter but allows you to enforce the right or duty against the alleged defaulter directly
- will not serve a complaints notice on the alleged defaulter and refuses you the right to take further action in relation to this matter

Further details

(such as information required, action to be taken or reasons for not becoming involved in the dispute or reasons for not allowing the complaint to be taken any further)

Is the association willing to try to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings?

- Yes
- No

Signed (on behalf of the commonhold association)

Date

Name (please print)

Complaint notice against unit-holder or tenant

FORM 23

2004

Before giving this notice the complainant must consider whether the problem might be resolved by direct negotiation or by the use of arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings. You should refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the complainant and sent to the alleged defaulter

Name of commonhold

Name of alleged defaulter

Address of alleged defaulter

Name of complainant

Address of complainant

I am the
(tick and complete as appropriate)

unit-holder

of unit number

tenant

Details of complaint
(use additional sheet if necessary)

Action requested
(use additional sheet if necessary)

I have
(tick as appropriate)

considered trying to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but I do not consider these methods to be appropriate

tried to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but without success

Signed

Date

Name (please print)

Reply to complaint notice against unit-holder or tenant

FORM 24

2004

To be completed by alleged defaulter and sent to the complainant

Please refer to the commonhold community statement for further details and, if necessary, get independent advice.

Name of commonhold

Name of complainant

Address of complainant

Name of alleged defaulter

Address of alleged defaulter

I am the (tick and complete as appropriate) unit-holder of unit number
 tenant

I acknowledge receipt of your complaint notice dated / / DD/MM/YY

I (tick as appropriate) require further information before I am able to reach a conclusion on the matter
 accept the validity of your complaint
 dispute your complaint

Further details (such as information required, action to be taken or reasons for disputing the complaint)

Are you willing to try to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings? Yes
 No

Signed Date

Name (please print)