



PHOENIX ECO

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Home Information Packs - Leaseholder information

As a Leaseholder you are required to provide extra information in addition to that of Freeholders. This is information, which buyers will need to know, such as the terms and length of your lease, the ground rent and buildings insurance, and any service charges they will need to pay. They will also need to know of any planned works to be carried out on the property, and any further rules outside of the lease, which they will need to abide by.

Traditionally when buying a property this information was sourced by the buyer's solicitor, it must now be included in the HIP, and will need to be in writing from the relevant company (normally the Freeholder and/or their management agent), who will usually charge a fee for providing this information.

If you prefer, with your written authority, we can obtain this information for you at no extra cost beyond that charged by the Freeholder.

Leasehold Properties Required Documents and Information Requested.

1. A Copy of the Lease
2. Name & Address of Landlord
3. Name & Address of managing agents or other manager
4. Rules and regulations outside the Lease
5. Amendments proposed to the Lease, other rules & regulations
6. Written summaries or statements of service charges for the past 36 months
7. Summary of works affecting the property (current or proposed)
8. Requests for payments of service charges for the past 12 months
9. Requests for payment of ground rent for the past 12 months
10. Requests for payment for insurance for the past 12 months (separate to service charges or ground rent)
11. Proposed Lease (New properties only)
12. Estimate of service charges, ground rent and insurance payments expected during 12 months after completion (New properties only)
13. Other authorised leasehold information. (Please list)