

LEASE EXTENSION FORM

Voluntary Lease Extension

If you would like to make an application to **extend your lease**, please print a copy of this form, complete the sections below, and return the signed copy to Leasehold Services, 145 King Street, Hammersmith, London W6 9JT.

If you'd prefer, you can also send a scanned copy to service.charges@lbhf.gov.uk.

Please read the 'Important Notes' on the next page before completing this form.

Applicant Information

Please note all the named lessees on the title deeds must sign and date this form.

Applicant/s	Signature	Date
1.		
2.		
3.		
4.		

Lead Applicant

We require the name and contact details of the lead lessee. This will be the person we contact to pay for the initial valuation.

Name	Tel No.	Email

Property Information

This is the address of the subject property.

Full Address	
Original Date of Lease	
Term of Lease	years
Remaining Length of Lease	years
Length of Extension Required	years
<i>Please note the maximum term is 90 years. Most applicants opt for this term.</i>	

Important Notes:

- Under the Leasehold Reform, Housing and Urban Development Act 1993, you may be entitled to extend your lease by up to **90 years**.
- There are two ways to apply: a **Statutory Route** and a **Voluntary Route**. The former usually requires that you instruct a solicitor to represent you from the outset. The latter does not. Both routes should ultimately result in the same premium.
- This form relates to applications under the **Voluntary Route**.
- Any **arrears on your service charges** must be settled prior to completion.
- If you have any **unauthorised alterations** within your home (whether you have carried them out or a preceding owner), you will be required to obtain retrospective Landlord's Consent before your application will be allowed to proceed. If you are not sure, please check your lease plan against the layout of your home. Leaseholders should contact the Property Compliance Team to initiate this process before submitting an application
<https://www.lbhf.gov.uk/housing/council-leaseholders/alterations-council-properties>
- You **no longer need to own the property for two years** before applying.
- If your lease has **less than 80 years** to run, you will be required to pay additional Marriage Value.
- Once you have applied, an officer will contact you to make payment. You will need to pay a **valuation fee of £700** (or £800 for leases under 80 years) and an **administrative fee of £186** (with a further £50 payable on completion) to start the process. These fees are non-refundable. The administrative fee is also index-linked and therefore subject to change each year.
- The **premium for each lease extension varies** and depends on the property and the number of years left on the existing lease.
- Once we have sent you your premium, you will have an opportunity to consider whether to proceed. If you are not happy with the premium, you are entitled to **challenge** it but as we need to again instruct our external valuer to represent us, there is a £250 negotiation fee for doing so.
- You will need to pay our **legal fees** (variable at £72 per hour) at the end of the process. The legal officer will review the instructions for the preparation of the lease document and provide you with an estimate of the legal fees. The final legal fees will be confirmed at the conclusion of the matter. You will also be required to **pay the £50 balance** on the administration charge.
- The administration fees and the legal fees will need to be paid by you **prior** to the issue of the new lease document.
- Once agreed, the lease extension will usually add 90 years **to the remaining term** of your lease (e.g. a lease with 82 years left at point of application will have 172 years on completion).
- The lease will contain substantively the same terms as the existing lease.
- It usually takes **3-6 months** for the full process to run through.

Council not the freeholder?

There are some buildings around the borough where the Council is not the freeholder.

If the Council only holds the head lease, it is likely you hold an underlease. If so, you **must apply to the freeholder** under the Leasehold Reform, Housing, and Urban Development Act 1993. This is quite a complicated process so we recommend that you obtain legal advice.

If you do not know who the freeholder is, please contact us on service.charges@lbhf.gov.uk for guidance.

Your new lease is typically called an overriding lease and will replace the original underlease whilst maintaining substantively the same terms.

We will continue to manage the lease until the Council's lease ends. After that date, the freeholder will be responsible for managing the lease

External Advice:

If you want free. Independent legal advice on your lease extension, you can contact the Leasehold Advisory Service at www.lease-advice.org.