

**APPLICATION TO ACQUIRE THE FREEHOLD INTEREST**

***PROPERTY DETAILS***

<b>Address of Building</b>	
	Postcode

Total Number Of Flats In The Building	
Number Of Leased Flats In The Building	
Number Of Loft Spaces That Have Not Been Demised To Any Property	

***LEASEHOLD DETAILS***

Flat Number	Leaseholder's Name(s) (print clearly)	Lease Date	Date Lease From	Length of Lease	Ground Rent
Example	Mr First Name Surname	23/03/1985	25/12/1984	125	£10

**Please include the lease plans for each property. Where alterations had been carried out, please include plans showing the current set up of properties in addition to the original lease plans.**

**Please Nominate A Leaseholder Or A Representative To Act As The Main Contact**

<b>Main Contact's Name</b>	
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<b>Daytime Telephone</b>	
<b>Evening Telephone</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	

**Important Note**

*All those wishing to purchase the freehold jointly must sign this form below agreeing to the joint purchase. The council will not voluntarily sell the freehold unless all parties agree to jointly purchase.*

<b>FLAT NUMBER</b>	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>

Return this form to:

**h&f Home Buy  
145-155 King Street  
Hammersmith  
London  
W6 9XY**

Or email it to [h&fhome-buy@lbhf.gov.uk](mailto:h&fhome-buy@lbhf.gov.uk)

## **NOTES FOR APPLICANTS.**

### **Please note the following conditions relating to the purchase of the council's freehold interest.**

1. The council will only voluntarily dispose of the freehold where all the units are sold on a long lease.
2. The purchase must be made jointly by all the leaseholders of the property. All those whose names appear on the leases must sign the attached form.
3. Where any of the leases are less than five years old the consent of the Office of the Deputy Prime Minister (ODPM) will be required. This will be obtained by the council but will delay the process by a few weeks, as application will not be made until the offer has been accepted.
4. The council's Valuer will assess the purchase price. This is broadly based on a formula relating to the life of the lease, value of the ground rent and the number of flats in the building plus any redevelopment potential of the building and properties within the building.
5. Where the building contains a loft space that is capable of being converted into additional living accommodation this will be included in the valuation and will add up to the freehold value an amount to be determined by the Council's appointed valuers. Loft spaces are not included in the sale of the flats.
6. You will be liable for the council's costs including administration fee £150\*, Legal fees £400\* and valuation fees\*. (You will be notified of cost of the valuation before proceeding with the application)  
***\*Please note that these fees are an approximate only and can vary depending on the application.***
7. You will need to appoint a solicitor to act for you all in this matter once you have accepted the offer.