

**LONDON BOROUGH OF  
 HAMMERSMITH & FULHAM**

**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 plan.**

**Please Nominate a Leaseholder or Representative To Act As  
The Main Contact**

<b>Main Contact's Name</b>	
<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 &amp; CONTACT DETAILS</b>	<b>SIGNATURE</b>	<b>DATE</b>

**Return this form along with your cheque to:**

**h&f Home Buy  
3<sup>rd</sup> Floor Town Hall Extension  
King Street, London  
W6 9JU**

**Or email it to [h&fhomebuy@lbhf.gov.uk](mailto:h&fhomebuy@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. 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 plan.  
**Please Nominate a Leaseholder or Representative To Act As The Main Contact**
4. 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.
5. The councils 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.
6. 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.
7. You will need to appoint a solicitor to act for you all in this matter once you have accepted the offer.

### **Paying the valuation fee:**

The valuation fee will vary depending on the number of properties in your building. Please call home buy to confirm the freehold valuation fee.

We can take your payment over the phone using our paynet system and your credit or debit card. Call 0208 753 6464 to pay.

Alternatively, you may pay by cheque or bankers draft. Please make the cheque or banker draft payable to: The London Borough of Hammersmith & Fulham. On the reverse of your cheque/ bankers draft, please write the property address and the words 'freehold sale'.

## [Fees](#)

Fees for Home Buy vary depending on the complexity of the work and include the administration fees and legal fees for preparing the new lease.

The Home Buy Team administration fixed fee are currently \*£160.

The legal fees are charged on an hourly basis. The hourly rate for legal officers is \*£72 per hour. Following referral of the case to the legal department, 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.

The administration fees and the legal fees will need to be paid by you prior to the issue of the freehold title deed.

**\*Please note that these fees are subject to change.**

Your application may be withdrawn if you do not accept the Offer within 28 days (one month) from the date it is sent to you.

## [Completing the Sale](#)

Once the price is agreed, we will instruct the Council's solicitors to complete the legal documents.

You must pay all outstanding costs and service charges before we complete your lease extension.

As the proprietor of the lease, you will be responsible for registering the new lease at the Land Registry.