

REQUEST FOR PRE-SALES PACK

To request our Presale Pack please complete and return this form either by email hm-homeownership@rbkc.gov.uk or in writing to Home Ownership, Royal Borough of Kensington Chelsea Council, 2nd floor, Town Hall, Hornton St, Kensington, London W8 7NX.

Once the completed form is received, we will send an invoice. Our current fee for providing the presales pack containing the information outlined below is **£300**. We aim to send it within 10 working days, following receipt of payment.

Please confirm if you are the homeowner or their solicitor/agent	<input type="checkbox"/> I am a homeowner <input type="checkbox"/> We are the authorised Solicitor/Agent
Property Address	
Current Leaseholder(s)	
Solicitor/Agent/Representative	
Contact Address of Solicitor/Agent/Representative	
Contact Person	
Contact Tel No	
Email Address	
Consent from Leaseholder (s)	<i>You must provide written proof of authority from the Leaseholder to act on behalf of your client before we can proceed, due to the General Data Protection Regulation (GDPR)</i>
The Seller pack information for leasehold properties includes:	<ul style="list-style-type: none"> • The last 3 years' certified Service Charge accounts • Current Service Charge account balance and statement (including ground rent) • Service charge estimated budget for the current financial year • Copies of Section 20 Notices and/or Section 20B Notices about any major works • Planned major works for the block and/or estate • Deed of Covenant • Fire Risk Assessment for the building, where applicable (common parts only) • Asbestos Survey (common parts only) • General Building Insurance Policy and Schedule • Copy of the lease • Notice fees and the named recipient of notices • Landlord's name and address details
Name:	
Signature:	Date:

The presale pack is only valid for 6 months from the date of issue.