

## LEASE EXTENSION APPLICATION FORM

ADDRESS OF PROPERTY: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

CURRENT LENGTH OF LEASE: \_\_\_\_\_ Years

LENGTH OF EXTENSION REQUIRED: \_\_\_\_\_ Years

I/We confirm that I/We are the leaseholder(s) of the above mentioned property and wish to apply for a lease extension for the aforementioned period.

If more than one Leaseholder, all need to apply and consent to extension.

1. NAME OF LEASEHOLDER: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TEL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

2. NAME OF LEASEHOLDER: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TEL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

3. NAME OF LEASEHOLDER: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TEL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

4. NAME OF LEASEHOLDER: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TEL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Return the completed form to:

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

## **Extending your lease**

Your lease runs for a limited number of years. In most cases, council leases run for 125 years and the council, as your landlord, owns the freehold of the building your flat is in. In a few cases, the council only has a leasehold interest in the building and so has sold you an underlease. This underlease runs for the same length of time as the council's lease and will end three months before the council's lease.

By law, you have the right to ask to extend your lease for an extra 90 years although the council can only grant this extension if it owns the freehold. If the council only owns the lease on the building, the freeholder will have to deal with your request.

## **The council as freeholder**

The council has a policy of extending lease if asked to do so without you having to serve a notice under the Leasehold Reform, Housing and Urban Development Act 1993.

You should write to our Home Ownership Unit and say that you want to extend your lease. You can ask for any number of years to be added, up to a maximum of 90 years. We will arrange for our valuers to value your flat and then make you an offer. You will have to pay for the valuation in advance.

The cost of the lease extensions varies and depends on the property and the number of years left on the first lease.

If you accept the offer we will send you a new lease on the same terms and conditions as the first lease. This new lease will be for the new period, which is the number of years left on the first lease plus the extra number of years you asked for. For example, if you ask for a 50-year extension and your first lease had 50 years to run, your new lease will be for 100 years.

**It may take about 3 months to complete the process from the date you apply.**

## **The council as Leaseholder.**

If the council only has a lease on the building, you will have to apply to the landlord under the Leasehold Reform, Housing and Urban Development Act 1993. This is quite a complicated process so we recommend that you get a solicitor.

First, you serve notice on the council, which basically means formally asking them for details of the freeholder. The council must provide this information so you can then ask the landlord to extend your underlease.

The landlord cannot refuse your application and must agree to extend your under lease. However, you will have to pay the landlord's expenses as well as a fee to extend your lease.

Your extended lease will usually be the same as your existing underlease and is called an overriding lease. This will start on the same date as your first lease and end on the same date plus the extended period. For example, if the first lease was for 50 years from 1980 and you applied for a 90-years extension, your new lease will be for 140 years from 1980.

We will continue to manage the lease until the council's lease ends. After that, the landlord will be responsible for managing the lease.