

APPENDIX 2

Policy Section	Current Wording	Suggested Change or addition	Reason for Change or addition
5.2 Leaseholder Improvements	£100 Licence to Alter £250 Deed of Variation	£250.00 Licence to Alter From £400 Deed of Variation	Increase in charges since Policy written in 2018
5.3 Major Works	A separate procedure outlines the process that must be followed	Addition and the Section 20 Consultation procedure must be followed.	Detailed the relevant procedure.
5.3 Major Works	In these circumstance the Council may negotiate a payment plan with the Leaseholder if the cost is in excess of £500.00. The Council will aim for full payment within 12 months but this will be considered on a case-by-case basis.	Remove 'if the cost is in excess of £500.00'.	To support Leaseholders who may be suffering financial hardship with payment of unexpected costs. Any requests will be considered on a case-by-case basis.
5.5 Service Charges	None	Add in Building Insurance	Omitted in originally Policy
5.6 Subletting	Leaseholders should inform the Council when they sublet and must provide the relevant correspondence address for the Council's records. Where a leaseholder does not provide a relevant correspondence address all correspondence will be sent to the leasehold property as the last known address	Addition And the contact details of the tenants they have sub-let to for health and safety purposes. As good practice, The Council will request copies of current gas and electrical certificates (as applicable) on an annual basis from Leaseholders.	Should be provided by Leaseholder. Policy addition. Good practice. Not enforceable in Lease. Policy addition.
5.9 Selling the Lease	£150.00 Selling the Lease £55.00 Notice of Assignment	£175.00 Selling the Lease £65.00 Notice of Assignment	Increase in charges since Policy written in 2018

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5.11 Support Available	New	<p>If Leaseholders report suffering financial hardship, a number of options may be available to them:</p> <ul style="list-style-type: none"> • The Leasehold Officer can make a referral to the Council's Financial Inclusion Officer for support with money management and welfare benefits. • Consideration on a case by case basis can be explored for setting up a repayment plan for outstanding monies owed to the Council. • The Leaseholder may consider offering the property back to the Council via the Acquisitions Policy, independent legal advice must be sought by the Leaseholder 	To support Leaseholders who may be suffering financial hardship.
6.0 Related Policies, Procedures and Guidelines	New	<ul style="list-style-type: none"> • Pets Policy • Anti-Social Behaviour Policy • Acquisitions Policy • Leasehold Extensions Procedure 	New or omitted policies since original one written.