

# Section 20 Notice

## Template

**To all leaseholders of** (insert name of the premises) **and the** (insert name of recognised tenants' association\*).

\* Delete if not applicable

1. **It is the intention of** (insert name of landlord or manager) **to enter into a long-term agreement in respect of which we are required to consult leaseholders.**
2. **The** (goods/services/works) **to be provided under the agreement are as follows:** (insert a general description of the subject-matter of the agreement); **OR**
3. **A description of the** (goods/services/works) **to be provided under the agreement may be inspected at** (insert place and hours for inspection).
4. **We consider it necessary to enter into the agreement because** (insert statement of reasons; where the matters to be provided consist of or include qualifying works, state the reasons why you consider the works necessary).
5. **We invite you to make written observations in relation to the proposed agreement by sending them to** (address of landlord or manager). **Observations must be made within the consultation period of 30 days from the date of receipt of this notice, and the consultation period will end on** (insert date of not less than 30 days from the date that the notice is given to the recipient).
6. **We also invite you to propose, within 30 days from the date of receipt of this notice, the name of a person from whom we should try to obtain an estimate in respect of the matters described in paragraph 2 above.**

Signed:

**(Signature of person giving the notice. Where an agent signs, insert also 'duly authorised agent of** (name of landlord or manager).')

Address:

**(Give the address to which future communications relating to the subject matter of the notice should be sent.)**

Date:



**THE FREEHOLD COLLECTIVE**