

## **LEASEHOLDERS – YOUR RIGHTS & RESPONSIBILITIES**

Below is a general summary of the rights and responsibilities under your lease. Please note that this may not cover every aspect of your individual lease. For this you must refer to your own copy of the lease which can be provided to you by your mortgage company or solicitor (however, there may be a charge for this).

### **Under your lease you have agreed:**

- not to (or allow others within the dwelling to) cause a nuisance or annoyance to neighbours.
- to allow Shoreline access to your home to complete work required to maintain the building.
- to only using the dwelling as a place of residence and not for business use.
- not to make alterations to your dwelling which will affect the structure of the building.
- to keep your home in good repair, including decoration
- to pay the annual charge for services, repairs, insurance and ground rent
- not to paint, hang or attach anything to the exterior of the building without written permission (e.g. aerials, satellite dishes and estate agency signs.)
- not to throw refuse or hang washing, rugs and clothing from windows, landings, balconies or roofs.
- to repay any discount which is repayable if you sell your home.
- not to have liquefied petroleum gas, or any other flammable or explosive material in your home, or anywhere in the block or the surrounding area.

### **Sub-letting**

You must tell us if you sublet your property because we will need to update our information on how to contact you should any problems arise, and to ensure your annual ground rent, buildings insurance/service charge invoice is sent to the correct address. All the rights and responsibilities which apply to you as a leaseholder will apply to any person to whom you have sub-let. Should the person you sub-let the property to break any terms of your lease, then we can take action against you.

### **Shoreline's Responsibilities**

Below is a list of our rights and responsibilities to you under the terms of your lease. Please note that this is a summary and may not cover every aspect of your individual lease. For this you must refer to your own copy of the lease which can be provided to you by your mortgage company or solicitor (however, there may be a charge for this).

- to keep the structure of the building and all communal areas in a state of good repair. Depending on the terms of your lease a proportion of the costs of keeping the structure and communal areas in a state of good repair may be passed on to you. Please check your copy of your lease for further information.
- to allow you to live in the property provided you pay all charges and do not cause a disturbance to others
- to ensure that services such as gas, electricity, water and drainage are provided to the dwelling without interruption.
- to keep the building insured to the full cost of re-instatement
- to manage your building in a proper and reasonable manner
- to consult you on expensive work and long term contracts that affect the building.

### **Selling your property**

You do not need Shoreline's permission to sell your flat, but in some circumstances (depending on when you bought), you may be required to give Shoreline the right of first refusal. In any event you must tell us of any change of ownership so that we can update our records, and ensure the annual ground rent, buildings insurance/service charge invoice is sent to the correct person.

If you bought your home from us under the "Right to Buy" or "Right to Acquire" schemes, and you wish to sell within three or five years, then you will have to repay some of the discount you received. The amount will be determined by what the rules of the scheme were at the time you bought. This will be set out in your lease, or you can contact Shoreline's Estates Team within the Legal department for confirmation, on telephone number (01472) 572276 or via their e-mail address:- [legal@shorelinehp.com](mailto:legal@shorelinehp.com)