

INFORMATION LETTER TO LONG LEASEHOLDERS

From: KLPT Board (The Freeholder) / LANDLES - Managing Agent

TO: All Long leaseholders – Hampton Court / Priory Cottages / 77 London Road

RE: Application for Freeholders Permission to Sub-Let

I write to let all the long leaseholders know of the Trusts policy on the longstanding requirement of seeking freeholder's permission to sub-let. This would be applicable to all long leaseholder owners.

In accordance with the long leases the freeholder's permission is formally required for any sub-letting. In order to regularise this process for the benefit of all owners and, importantly, to comply with the insurance policy the following process will take effect going forward. Not to have received the freeholder's permission would mean being in breach of the long lease and the insurance policy.

Attached herewith is a copy of the proforma Application Form that should be used to apply for freeholder's permission. Please read through it as it gives some general information on when permission might usually be given, and circumstances when it would not. There is an admin fee due to accompany an Application Form, payable to the Agent. (A modest fee is set to go towards processing an application, providing an answer and then notifying the insurers when a permission has been granted). Please supply all of the information requested in one go.

If there are any long leaseholders who have sub-let without formal written permission from the freeholder then an application should be made using the enclosed form seeking retrospective permission. Before committing to a sub-let in principal, subject to freeholder's permission, if any clarification is needed then please do not hesitate to contact us.

Long leaseholders should advise any letting agent acting for them of this process, and the requirements of the freeholder, at the time of instructing them.

Yours sincerely,

LANDLES - MANAGING AGENT FOR THE FREEHOLDER, KLPT LTD.

TEL: 01553 772816

Email: Info@landles.co.uk