



Know Your Rights as a Leaseholder

Access to Personal Information

You have the right to inspect your file. You may challenge information on the files on the grounds that it is either irrelevant or incorrect. Maybe it is so out of date that it had nothing to do with your tenancy anymore. Should this be the case, the Housing Manager, in consultation with the Housing Officer, will decide whether the information should be retained on the file. If agreement cannot be reached, the matter will be referred to the WECH Chief Executive. If disagreement still exists, the WECH Board will decide.

Privacy of Information

Statutory organisations must request information in writing. Such organisations are housing Benefit services, Social Services, local authority Housing Departments, Probation Services, Council tax Departments, and other statutory agencies.

We may also be called upon to provide information to utility companies regarding the whereabouts of tenants. The most common request will arise out of non-payment of outstanding bills or accounts by ex-tenants. Normally, these requests would be for a forwarding address.

Assignment & Sub-letting

Under the terms of your lease, it is not necessary to seek our permission to assign your leasehold interest. It is however necessary that we are informed of any changes within 28 days of an assignment, this would normally include details of any mortgage interest. This is done using a notice of assignment and/or mortgage and there is a charge of £50.00 for these changes to be registered

WECH does play an important part in the sales process. Representatives of both the vendors and the purchasers will contact us for information about the property and we take every care to ensure that they get a speedy and accurate response.

Please note that when you take on a lease you are taking on all the rights and responsibilities previously entered into by the previous leaseholder. This also means you take on their financial liabilities, for example any outstanding service charges. WECH will not apportion service charge costs at the time of an assignment; this is something you must do as a part of the transfer process.

If you wish to sublet your property you need to provide us with details of the new occupiers and a contact address for yourselves.

Making Changes to your Property

Frequently asked questions:

1. General

The information in this document is intended to assist you in understanding the procedure which will be adopted by WECH in dealing with any application by you as leaseholder for consent under the terms of your lease.

2. Authority

No officer of WECH has the authority to give either verbal or written consent on behalf of WECH. This will only be dealt with by formal deed or licence executed by WECH and issued in your favour.

3. What is this likely to apply to?

Your lease will normally require that you obtain formal consent from WECH before, for example, carrying out any conversion, alterations, additions or extensions to your property.

4. How will this be dealt with?

Normally requests for consent will be considered both by WECH's Maintenance and Housing Management Departments. They will need to consider the implications that arise from any works both in relation to your flat, other parts of the building occupied by you and other leaseholders or tenants. Where works are proposed, WECH will normally need to seek advice from an independent surveyor. In all cases it will need to obtain advice from its solicitors and to arrange for them to prepare any deed or licence to give effect to any consent.

5. What you need to do?

You will need to complete a formal application for consent and to provide as much information as you can regarding your proposal. You must do this before you commence any works or commit yourself to any building contract or make application for planning consent [where this is needed].

6. Costs

Dealing with a request for consent will involve both officer time and the costs incurred by WECH in employing surveyors and solicitors. You will be required to meet all the costs, irrespective as to whether WECH decides it can provide you with the necessary consent. The costs of the surveyors and solicitors will largely depend upon the amount of work involved and the type of application.

7. How to Proceed

If you wish to take this matter forward, you will need to complete WECH's application form and return it to WECH. You can find an example of this form on the next page.

WECH APPLICATION FOR CONSENT TO DO WORK
 (To be completed in conjunction with the attached notes)

Name of Applicant:	
Address of Property:	
Nature of Application: [SUMMARISE THE PROPOSED WORKS INTENDED] Please enclose any plans or drawings.	
Has application been made for planning consent. If so, please provide details of the application and all plans relating thereto.	
In relation to works to the property has an opinion been obtained from a surveyor or engineer, If yes, please attach a copy.	

Costs Undertaking

As the Applicant for consent mentioned above, I confirm that I will be responsible for meeting all reasonable and proper costs incurred by you in dealing with the application for consent including the costs of any surveyor or engineer appointed by you and your solicitor's costs.

Name:

Signed:

Dated: