**Right to Acquire**

RTA3 - Offer notice to a tenant **or** Revised offer notice to a tenant following a determination by the District Valuer.

(Please delete as appropriate)

**TO:** (Name of tenant(s) for whom the Right to Acquire has been established)

|  |  |
| --- | --- |
| **Surname** | **Other Names** |
|  |  |
|  |  |
|  |  |
|  |  |

**Address of property for which the Right to Acquire has been established**

**Description of property** (delete as appropriate)

Bungalow/Flat/House/Maisonette/Other (please specify)

**From:** (Name and address of landlord)

Note: the landlord will delete any sections of this notice that do not apply.

# Part A: Purchase Price

We are of the opinion that you are entitled to have:

1. The freehold of the dwelling conveyed to you

or

1. The long leasehold of the dwelling granted to you (expiry date of lease\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (Delete (a) or (b) as appropriate)

at the purchase price of: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that the provisions which should be contained in the conveyance or lease are as attached.

# Part B: Calculation of the Purchase Price

The price is the value at the relevant time, subject to the discount to which you are entitled.

The price has been arrived at as follows:

a) The value at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is £ \_\_\_\_\_\_\_\_\_\_\_\_\_.

b) The discount to which you are entitled is £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) Your discount has been reduced by £ \_\_\_\_\_\_\_\_\_\_\_\_\_ because of a previous purchase.

d) The improvements which have been disregarded in pursuance of section 127 of the Housing Act 1985 are as follows:

Note: Discounts and the areas they apply to are set out in Statutory Instrument 2002 No. 1091.

# Part C: Service Charges

1. **Dwellings other than flats**

The provisions to be contained in the grant (as attached/of which a summary is attached\*) enable us (the Landlord) to recover from you (the Tenant) service charges within the meaning contained in Section 621A of the Housing Act 1985.

\*(Delete as appropriate)

Our estimates of the average payable amount (at current prices) which would be payable by you in respect of each head of charge during the reference period are as follows:

|  |  |
| --- | --- |
| **Service** | **Estimate (£)** |
| Communal heating, lighting, cleaning |  |
| Caretaker |  |
| Maintenance of grounds |  |
| Repairs to building |  |
| Repairs to plant and machinery |  |
| Insurance - buildings |  |
| Insurance - plant and machinery |  |
| Management |  |
| Reserve |  |
| Other (specify) |  |
| **Total of estimated amounts** |  |

The reference period adopted for the purposes of the estimates is five years from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the date by which we (the Landlord) consider that the conveyance will have been made or the lease granted.

1. **Flats**

The provisions to be contained in the grant (as attached/of which a summary is attached\*) enable us (the Landlord) to recover from you (the Tenant) service charges within the meaning contained in Section 621A of the Housing Act 1985.

\*(Delete as appropriate)

Our estimates of the average payable amount (at current prices) which would be payable by you in respect of each head of charge (excluding repair) during the reference period are as follows:

|  |  |
| --- | --- |
| **Service** | **Estimate (£)** |
| Communal heating, lighting, cleaning |  |
| Caretaker |  |
| Maintenance of grounds |  |
| Repairs to building |  |
| Repairs to plant and machinery |  |
| Insurance - buildings |  |
| Insurance - plant and machinery |  |
| Management |  |
| Reserve |  |
| Other (specify) |  |
| Total of estimated amounts |  |

In respect of general repairs (including works for the making good of structural defects) we estimate the average annual amount (at current prices) which would be payable by you during the reference period to be £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In respect of the specific repair works listed below and which we anticipate will be carried out during the reference period we estimate the likely cost of the works (at current prices) and your contribution thereto to be as shown in the table below:

|  |  |
| --- | --- |
| **Work Description** |  |
| **Total Estimated Cost** |  |
| **Your Contribution** |  |
| **Totals** |  |

The reference period adopted for the purposes of the estimates is five years from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the date by which we (the Landlord) consider that the lease will have been granted.

Paragraph 16B of schedule 6 to the Housing (Right to Acquire) Regulations 1997 imposes restrictions on the amounts we (the Landlord) can recover from you (the Tenant) in respect of the service charges for repairs.

# Part D: Improvement Contributions (flats only)

The provisions to be contained in the grant (as attached/of which a summary is attached\*) enable us (the Landlord) to recover from you (the Tenant) improvement contributions within the meaning contained in Section 187 of the Housing Act 1985 (as amended).

\*(Delete as appropriate)

In respect of the improvement works listed below and which we anticipate will be carried out during the reference period we estimate the likely cost of works (at current prices) and your contribution thereto to be as shown in the table below:

|  |  |
| --- | --- |
| **Work Description** |  |
| **Total Estimated Cost** |  |
| **Your Contribution** |  |
| **Totals** |  |

The reference period adopted for the purposes of the estimates is five years from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ being the date by which we the Landlord consider that the lease will have been granted.

Paragraph 16C of schedule 6 to the Housing (Right to Acquire) Regulations 1997 imposes restrictions on the amounts we (the Landlord) can recover from you (the Tenant) in respect of improvement contributions.

# Part E: Structural Defects

The following is a list of the structural defects known to us (the Landlord) at the date of this Notice.

# Part F: Rebuilding Costs

The cost of rebuilding the dwelling is £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# Part G: Revaluations

Under section 128(2) of the Housing (Right to Acquire) Regulations 1997 you (the Tenant) have the right to have the value at the relevant time determined or re-determined by the District Valuer by a Notice in writing served by you (the Tenant) on us (the Landlord) not later than THREE MONTHS after service of this

notice except:

1. If proceedings are then pending between you (the Tenant) and us (the Landlord) for determination of any other question arising under part V of the Housing (Right to Acquire) Regulations 1997 the Notice may be served at any time within three months of the final determination of the proceedings **and**
2. If such proceedings are begun after a previous determination under Section 128(3) of the Housing (Right to Acquire) Regulations 1997 the Notice may be served within four weeks of the final determination of the proceedings and, whether or not such a Notice is served, we (the Landlord) may at any time within those four weeks require the District Valuer to re-determine the value of the dwelling house at the relevant time.

If Notice is served to have the value determined or re-determined by the District Valuer under this Section, you (the Tenant) and we (the Landlord) have four weeks from the date of the service of the Notice in which to make representations to him before he draws his conclusion.

# Part H: Notice of Intention

Under Section 125D of the Housing (Right to Acquire) Regulations 1997 you (the Tenant) are obliged to serve on us (the Landlord) a Notice **in writing within 12 weeks** from the service on you of a Notice stating the effect of a determination or re-determination by the District Valuer.

This notice must state:

1. that you intend to pursue your claim to exercise the Right to Acquire or
2. that you withdraw that claim.

# Part I: Change of tenant

Under section 136 (2) of the Housing (Right to Acquire) Regulations 1997, if after the date that you (the Tenant) receive this Notice a new tenant becomes a secure/assured tenant of the dwelling house

1. under your secure/assured tenancy (otherwise than by way of exchange) **or**
2. under a periodic tenancy arising at the end of a fixed term secure/assured tenancy

then the new tenant must serve a Notice of Intention (as described in paragraph H)

1. within 12 weeks from his becoming a secured/assured tenant, **or**
2. (if applicable) the date that we serve upon the new tenant Notice stating the effect of a determination or re-determination by the District Valuer if either you or the new tenant have exercised the right in paragraph G.

# Part J: Failure to serve Notice of Intention

If you (the Tenant), or the new tenant as described in part I above, fail to serve the Notice of Intention under Section 125D (as explained in parts I and J) within the time limits specified we (the Landlord) may serve on you (the Tenant) a written Notice requiring you to do so within 28 days and informing you (the Tenant) (under Section 125E(4) of the Housing (Right to Acquire) Regulations 1997) that if you (the Tenant) fail to comply within 28 days the Notice claiming to exercise the Right to Acquire shall be deemed to be withdrawn at the end of that 28 day period or such extended period that either:

1. we may allow under Section 125E(2), **or**
2. As may be permitted under Section 125E(3) if the circumstances are such that it would not be reasonable to expect you to comply with the Notice within the original or extended period.

# Part K: Prior Notice

Under section 140(1) of the Housing (Right to Acquire) Regulations 1997 we

(the Landlord) are entitled to serve on you (the Tenant) a written Notice requiring you:

1. (if all relevant matters have been agreed or determined) to complete the transaction within the period stated in the Notice, **or**
2. (if any relevant matters are outstanding) to serve on us (the Landlord) within said period a written Notice to that effect.

# Part L: Notice to Complete

Under Section 141(1) of the Housing (Right to Acquire) Regulations 1997 if you (the Tenant) do not comply with a Prior Notice we (the Landlord) may serve on you a further written Notice:

1. requiring you (the Tenant) to complete the transaction within a period stated in said Notice, **and**
2. informing you of the effect of Section 141(1) of the Housing (Right to Acquire) Regulations 1997.

The period stated in this further written Notice shall be such a period (not less than 56 days) as may be reasonable in the circumstances. Under Section 141(3) we, the Landlord, may extend or further extend the period set out in the Notice to Complete.

Under section 141(4) of the Housing (Right to Acquire) Regulations 1997, if you (the Tenant) do not comply with a Notice to Complete

1. the Notice claiming to exercise the Right to Acquire shall be deemed to be withdrawn at the end of the period set out in the Notice to Complete **or**
2. that period will be extended by us (the Landlord).

Note: Your attention is drawn to parts G-L of this notice.

# Part M: Signature by or on behalf of the landlord

|  |  |
| --- | --- |
| **Signature** |  |
| **Print name** |  |
| **Position** |  |
| **Date** |  |