



## Leasehold 9

# Leasehold enfranchisement and lease extension – lease price and terms of acquisition

This form is for leaseholders or landlords. It is to request a decision on:

- price
- terms of lease
- terms of acquisition

## Before you apply

### List of documents that need to be included with the application:

- a copy of the lease or a sample lease
- a copy of any court order, including vesting order (if a landlord is missing)

### When landlord is known also include:

- a copy of any notice and counter notice served by any landlord with interest in the application
- a copy of any notice of separate representation, for example by an intermediate landlord (if applicable)

### When landlord is missing also include:

- a copy of the claim form you sent to the court
- a copy of any witness statements and/or affidavits filed with or in connection with the claim form

**You must complete all sections and provide all documentation requested otherwise the tribunal cannot progress your application.**

**If you are unable to do so you must explain why at the end of this form and the tribunal will decide whether or not the application can proceed.**

## If you have any questions

If you have any questions about this application contact the relevant regional tribunal office in **Annex 1**.

The tribunal cannot give legal advice on your case.

## Serving the application

You must send a copy of the application to the respondent and any interested party by email or post.

## Other notes

Write clearly if you are completing this form by hand.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional pages.

## Section 1 – Type of application

Choose one of the options below.

Request a decision on price and/or other terms if:

**Landlord is known**

**Collective Enfranchisement, Flats**

Section 24(1) of the Leasehold Reform, Housing and Urban Development Act 1993

**Landlord is missing**

**Collective Enfranchisement, Flats**

Section 27(1)-(5) of the Leasehold Reform, Housing and Urban Development Act 1993

**Landlord is known**

**Lease renewal, Flats**

Section 48(1) of the Leasehold Reform, Housing and Urban Development Act 1993

**Landlord is missing**

**Lease renewal, Flats**

Section 51 (1) – (5) of the Leasehold Reform, Housing and Urban Development Act 1993

**Landlord is known**

**Enfranchisement, House**

Sections 21(1)(a) and 21(2) of the Leasehold Reform Act 1967

**Landlord is missing**

**Enfranchisement, House**

Sections 21(1)(c), 21(2) and 27(5) of the Leasehold Reform Act 1967

## Other applications

If you want to apply for a determination of the landlord's reasonable costs complete and submit application form Leasehold 10.

## Section 2 – Applicant’s information

### 2.1 Details of applicant

First name

Last name

Capacity

Company name (optional)

#### Note for Section 2

In cases with more than one applicant, attach a separate document containing the names, addresses and emails (if known) of all the applicants.

#### Note for Capacity

Capacity could be leaseholder, landlord or nominee purchaser.

### 2.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

### 2.3 Reference number for correspondence (optional)

### 2.4 Contact details

Phone number

Mobile number

Email address

## 2.5 Details of applicant's representative

First name

Last name

Company name

### Note 2.5

A representative is someone you want to represent you in dealing with the tribunal.

If you appoint a representative, the tribunal office will only correspond with your representative.

## 2.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

## 2.7 DX number for correspondence (optional)

## 2.8 Reference number for correspondence (optional)

## 2.9 Contact details

Phone number

Mobile number

Email address

### Note 2.7

Not all regional tribunal offices use the DX service.

See Annex 1 for offices that have DX numbers.

## Section 3 – Property information

**3.1** Is the address of the subject property the same as the applicant's address?

Yes

No. **Provide the address below.**

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

**3.2** Reference number for correspondence (optional)

### Note for Section 3

The subject property address could be the same as the applicant's address (for example, the property or properties involved in the application or dispute).

## Section 4 – Respondent’s information (or last known details of the respondent)

### 4.1 Details of respondent

First name

Last name

Capacity

Company name (optional)

### 4.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

### 4.3 Reference number for correspondence (optional)

### 4.4 Contact details

Phone number

Mobile number

Email address

### Note for Section 4

In cases with more than one respondent, attach a separate document containing the names, addresses and emails (if known) of all the respondents.

### Note for Capacity

Capacity could be leaseholder, landlord or nominee purchaser.

**4.5** Details of respondent's representative (if any)

First name

Last name

Company name

**4.6** Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

**4.7** DX number for correspondence (optional)

**4.8** Reference number for correspondence (optional)

**4.9** Contact details

Phone number

Mobile number

Email address

**Note 4.7**

Not all regional tribunal offices use the DX service. See Annex 1 for offices that have DX numbers.

## Section 5 – Freeholder’s information

### 5.1 Is the freeholder the same as the respondent?

Yes

No. **Provide the details below.**

### 5.2 Details of freeholder

First name

Last name

Company name

### 5.3 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

### 5.4 Reference number for correspondence (optional)

### 5.5 Contact details

Phone number

Mobile number

Email address



## 5.6 Details of freeholder's representative

First name

Last name

Company name

## 5.7 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

## 5.8 DX number for correspondence (optional)

## 5.9 Reference number for correspondence (optional)

## 5.10 Contact details

Phone number

Mobile number

Email address

### Note 5.8

Not all regional tribunal offices use the DX service. See Annex 1 for offices that have DX numbers.

## Section 6 – Intermediate landlord’s information (if applicable)

**6.1** Is the intermediate landlord the same as the respondent?

Yes

No. **Provide the details below.**

**6.2** Details of intermediate landlord

First name

Last name

Company name

**6.3** Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

**6.4** Reference number for correspondence (optional)

**6.5** Contact details

Phone number

Mobile number

Email address

## 6.6 Details of intermediate landlord's representative

First name

Last name

Company name

## 6.7 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

## 6.8 DX number for correspondence (optional)

## 6.9 Reference number for correspondence (optional)

## 6.10 Contact details

Phone number

Mobile number

Email address

### Note 6.8

Not all regional tribunal offices use the DX service. See Annex 1 for offices that have DX numbers.

## **Section 7 – Information of anyone having a mortgage or charge over the property (if applicable)**

### **7.1** Details of anyone having a mortgage or charge over the property

First name

Last name

Company name

### **7.2** Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

### **7.3** Reference number for correspondence (optional)

### **7.4** Contact details

Phone number

Mobile number

Email address

Section 8 – Sub-tenant information (if applicable)

Note for section 8  
Sub-tenant information  
is only for Section 21(2)  
Leasehold Reform Act 1967.

8.1 Details of sub-tenant

First name

Last name

Company name

8.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | |

8.3 Reference number for correspondence (optional)

8.4 Contact details

Phone number

Mobile number

Email address

## 8.5 Details of sub-tenant's representative

First name

Last name

Company name

## 8.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

## 8.7 DX number for correspondence (optional)

## 8.8 Reference number for correspondence (optional)

## 8.9 Contact details

Phone number

Mobile number

Email address

### Note 8.7

Not all regional tribunal offices use the DX service. See Annex 1 for offices that have DX numbers.

## Section 9 – Details of the application

**9.1** Is this application to determine the price?

Yes

No

**9.2** What is the proposed price?

Applicant

£

Respondent

£

**9.3** Are there any other issues you want the tribunal to determine?

### **Note 9.3**

Give details of other issues you want the tribunal to determine.

Other issues may include:

- terms of the lease
- terms of acquisition
- the provisions to be contained in the conveyance
- apportioning the rent
- the amount of a sub-tenant's share under Schedule 2 to the 1967 Act

## Section 10 – Other applications

- 10.1** Do you know of any other cases involving related or similar issues about this property?

## Section 11 – Hearing

### Determine without a hearing (a paper determination)

It is possible for your application to be dealt with only on written representations and documents without anyone needing to attend in person. This is called a paper determination.

- 11.1** Do you think a paper determination is right for your case?

Yes

No

### Urgency of application

- 11.2** Is your case urgent?

No

Yes. **Explain why it is urgent.**

### Availability

- 11.3** Are there any days when you or any expert or witness you are using cannot attend?

Dates on which you or they **will not be** available in the next 4 months

### Note 11.1

Even if you have asked for a paper determination the tribunal may decide that a hearing is necessary.

You'll need to pay an additional fee of £227 if a hearing date is set.

### Note 11.2

Cases are dealt with as either fast or standard track, the tribunal will decide which:

**Fast track** - this is for simple cases that will not create a lot of paperwork or argument. Fast track cases are usually heard within 10 weeks of application.

**Standard track** - this is for more complicated cases with numerous issues to be decided, or where there is lots of paperwork involved. Standard track cases are usually heard within 20 weeks of application.



## Support during your hearing

### 11.4 Do you, or anyone attending with you, need any adjustments?

#### Note 11.4

Some people need support to access information and use our services, for example:

- documents in alternative formats, colours and fonts
- help with communication, sight, hearing, speaking, interpretation or translation
- access and mobility support if a hearing takes place in person

This form gets copied to other parties, so use a separate document if you do not want to disclose anything.

Section 12 – Statement of truth

I believe that the facts stated in this form and any continuation pages are true.

Signature

Date

Day	Month	Year

Full name

Section 13 – Additional information

If you have not completed all sections of this form please tell us in the box below which sections have not been completed and why.

## Application fee

### What you need to pay

The application fee is **£114**

### How to pay the fee

#### I have not included payment because

I have applied for help with fees online and my reference number is

H	W	F						
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I am applying for help with fees, see attached form EX160 'Apply for help with fees'

Other – please explain why

### Note for application fee

**You'll need to pay an additional fee of £227 when the hearing date is set.**

You may be able to get help paying fees if you only have a small amount in savings, receive certain benefits or are on a low income.

See [www.gov.uk/get-help-with-court-fees](http://www.gov.uk/get-help-with-court-fees)

for more information.

#### I want to pay by online banking

Email me details on how to pay. My email address is

### Note for online banking

The tribunal will send you a reference number so you can make a payment online.

I enclose a cheque or postal order made payable to HMCTS

### Fee account details – for use by legal professionals

Your account number

P	B	A						
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Your reference (if applicable)

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## Checklist

I have completed the application fee section

### List of documents that need to be included with the application:

a copy of the lease or a sample lease

a copy of any court order, including vesting order  
(if a landlord is missing)

### When landlord is known also include:

a copy of any notice and counter notice served by any landlord with  
interest in the application

a copy of any notice of separate representation, for example by an  
intermediate landlord (if applicable)

### When landlord is missing also include:

a copy of the claim form you sent to the court

a copy of any witness statements and/or affidavits filed with or in  
connection with the claim form

Unless you complete all sections and provide all documentation, the  
tribunal **cannot** progress your application.

## Contact details

Email your application to the relevant regional tribunal office address  
shown in the Annex 1 to this form.

If you cannot email you can send the application by post.

# Annex 1

## List of addresses of tribunal regional offices

### Northern region

**Address:**

HM Courts and Tribunals Service  
First-tier Tribunal (Property Chamber)  
Residential Property  
1st Floor, Piccadilly Exchange  
Piccadilly Plaza  
Manchester  
M1 4AH

**Telephone:** 01612 379491

**Fax:** 01264 785 128

**Email address:** [RPNorthern@justice.gov.uk](mailto:RPNorthern@justice.gov.uk)

**This office covers the following metropolitan**

**districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North and South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:**

Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:**

Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

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### Midland region

**Address:**

HM Courts and Tribunals Service  
First-tier Tribunal (Property Chamber)  
Residential Property  
Centre City Tower  
5-7 Hill Street  
Birmingham  
B5 4UU

**For use by legal professionals:**

DX 360601 Birmingham 5

**Telephone:** 0121 600 7888

**Fax:** 01264 785 122

**Email address:** [RPMidland@justice.gov.uk](mailto:RPMidland@justice.gov.uk)

**This office covers the following metropolitan**

**districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:**

Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:**

Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

## Eastern region

### Address:

HM Courts and Tribunals Service  
First-tier Tribunal (Property Chamber)  
Residential Property  
Cambridge County Court  
197 East Road  
Cambridge CB1 1BA

### For use by legal professionals:

DX 97650 Cambridge 3

**Telephone:** 01223 841 524

**Fax:** 01264 785 129

**Email address:** [RPEastern@justice.gov.uk](mailto:RPEastern@justice.gov.uk)

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### This office covers the following metropolitan

**districts:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

### It also covers the following Counties:

Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

## Southern region

### Address:

HM Courts and Tribunals Service  
First-tier Tribunal (Property Chamber)  
Residential Property  
Havant Justice Centre  
The Court House  
Elmleigh Road  
Havant  
Hants PO9 2AL

**Telephone:** 01243 779 394

**Fax:** 0870 7395 900

**Email address:** [RPSouthern@justice.gov.uk](mailto:RPSouthern@justice.gov.uk)

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### This office covers the following unitary authorities:

Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

### It also covers the following Counties:

Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire

## London region

### Address:

HM Courts and Tribunals Service  
First-tier Tribunal (Property Chamber)  
Residential Property  
10 Alfred Place  
London WC1E 7LR

### For use by legal professionals:

DX 134205 Tottenham Court Road 2

**Telephone:** 020 7446 7700

**Fax:** 01264 785 060

**Email address:** [London.RAP@justice.gov.uk](mailto:London.RAP@justice.gov.uk)

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**This office covers all the London boroughs.**

For information on how HM Courts and Tribunals Service process and store your data visit:

[www.gov.uk/hmcts/privacy-policy](http://www.gov.uk/hmcts/privacy-policy)