



Leasehold 10

Leasehold enfranchisement and leasehold extension – Apply for a reasonable costs order

This form is for leaseholders or landlords. It is to request a determination of the reasonable costs associated with the process of leasehold enfranchisement or leasehold extension.

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 notice
- a copy of any payment of fees, costs etc. served by any party
- a copy of any notice of separate representation, for example by an intermediate landlord (if applicable)

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

Request a decision on landlord's and other reasonable costs.

Choose one of the options below:

Collective Enfranchisement, Flats

Section 91 (2) (d) of the Leasehold Reform, Housing and Urban Development Act 1993 – Costs payable under Section 33 (1)

Lease renewal, Flats

Section 91 (2) (d) of the Leasehold Reform, Housing and Urban Development Act 1993 – Costs payable under Section 60 (1)

Enfranchisement, Houses

Section 21(1) (ba) of the Act for a determination of the reasonable costs payable under section 9(4) of the Leasehold reform Act 1967

Lease renewal, Houses

section 21(1) (ba) of the Act for a determination of the reasonable costs payable under section 14(2) of the Leasehold reform Act 1967

Other applications

If you want to make any other type of leasehold enfranchisement or leasehold extension application, complete and submit application form Leasehold 9.

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 (if any)

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)

Note 2.7

Not all regional tribunal offices use the DX service.

See Annex 1 for offices that have DX numbers.

2.8 Reference number for correspondence (optional)

2.9 Contact details

Phone number

Mobile number

Email address

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

4.1 Details of respondent

First name

Last name

Capacity

Company name (optional)

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.

4.2 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

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 – Details of the application

8.1 State the amount(s) in dispute

£

8.2 State the amount(s) which the applicant considers appropriate

£

8.3 Is there any other information you feel it would be useful for the tribunal to know at this stage?

Section 9 – 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.

9.1 Do you think a paper determination is right for your case?

Yes

No

Urgency of application

9.2 Is your case urgent?

No

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

Availability

9.3 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

Support during your hearing

9.4 Do you, or anyone attending with you, need any adjustments?

Note 9.1

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 9.2

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.

Note 9.4

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 10 – 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 11 – 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

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 notice

a copy of any payment of fees, costs etc. served by any party

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

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

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.

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

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

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

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

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