

Trent Road RTM Company Ltd

15 Windsor Road Swindon SN3 1JP
Tel 0843 88 600 88 Direct: 01793 230498

29 December 2015

The Leasehold Owner
83 Trent Road
Green Meadow
Swindon
SN25 3NG

Dear Leaseholder

Trent Road RTM Company Ltd

I write to advise that the above company has been now established in order for the leaseholders at Trent Road to exercise their Right To Manage.

“Right to Manage” (RTM) is the legal right for leaseholders to take over the management responsibility of their property from the freeholder or his Agent.

The Right To Manage is exercised on a block by block basis and at least 50% of the leaseholders of each block must support the move.

I have enclosed, as required by law a formal invitation to you as a leaseholder to become a member of the company entitling you to participate in decisions regarding the management of the premises. This invitation is in the format laid down by statute.

Your director believes that the leaseholders at Trent Road will benefit in the same way as other leaseholders in Swindon have after they exercised the Right To Manage. Those leaseholders now have a more local and responsive management and a reduction in service charges and no more consent fees for sub-letting or any thing else.

Following the “Right To Manage” being obtained from the Landlord, future Service Charges will be payable to the RTM company and will be used in accordance with the wishes the owners who are, or become members of the company.

The RTM Company will allow you as a leaseholder a say in how your Service Charges are spent. I also consider that with an leaseholders’ RTM company (and possibly later by exercising the Right To Enfranchisement where leaseholders collectively purchase the freehold) the value of your property will increase.

Please feel free to call or email either me should you have any questions.

Yours sincerely

John R Morris FCMA CGMA MIRPM
Company Secretary
admin@asl.email

Trent Road RTM Company Ltd

15 Windsor Road Swindon SN3 1JP
Tel 0843 88 600 88 Direct: 01793 230498

COMMONHOLD AND LEASEHOLD REFORM ACT 2002 NOTICE OF INVITATION TO PARTICIPATE IN RIGHT TO MANAGE

To: All leaseholders at Drake House, Trent Road, Swindon. (See Note 1 below)

1. Trent Road RTM company Ltd” (“the company”), a private company limited by guarantee, of 15 Windsor Road, Swindon, SN3 1JP and of which the registered number is 09921331, is authorised by its articles of association to acquire and exercise the right to manage Drake House, Trent Road, Swindon. (“the premises”). The company intends to acquire the right to manage the premises.

2. The company’s articles of association may be inspected at www.accountingservicesltd.co.uk at any time. (See Note 2 below) At any time within the period of seven days beginning with the day after this notice is given, a copy of the articles of association may be ordered from 15 Windsor Road, Swindon SN3 1JP on payment of £3.00. (See Note 3 below)

3. The names of—

- (a) the members of the company;
- (b) the company’s directors; and
- (c) if the company has a secretary, the name of that person are set out in the Schedule below.

4. The names of the landlord and of the person (if any) who is party to a lease of the whole or any part of the premises otherwise than as landlord or tenant are: Bath Ground Rent Estate Limited.

5. Subject to the exclusions mentioned in paragraph 7, if the right to manage is acquired by the company, the company will be responsible for—

- (a) the discharge of the landlord’s duties under the lease; and
- (b) the exercise of his powers under the lease, with respect to services, repairs, maintenance, improvements, insurance and management.

6. Subject to the exclusion mentioned in paragraph 7(b), if the right to manage is acquired by the company, the company may enforce untransferred tenant covenants. (See Note 4 below).

7. If the right to manage is acquired by the company, the company will not be responsible for the discharge of the landlord’s duties or the exercise of his powers under the lease—

- (a) with respect to a matter concerning only a part of the premises consisting of a flat or other unit not subject to a lease held by a qualifying tenant; or
- (b) relating to re-entry or forfeiture.

8. If the right to manage is acquired by the company, the company will have functions under the statutory provisions referred to in Schedule 7 to the Commonhold and Leasehold Reform Act 2002. (See Note 5 below).

9. The company does not intend to appoint a managing agent within the meaning of section 30B(8) of the Landlord and Tenant Act 1985.

10. If the company gives notice of its claim to acquire the right to manage the premises (a “claim notice”), a person who is or has been a member of the company may be liable for costs incurred by the landlord and others in consequence of the claim notice. (See Note 6 below)

11. You are invited to become a member of the company. (See Note 7 below)

12. If you do not fully understand the purpose or implications of this notice you are advised to seek professional help.

Trent Road RTM Company Ltd

15 Windsor Road Swindon SN3 1JP
Tel 0843 88 600 88 Direct: 01793 230498

SCHEDULE

The names of the members of the company are:

Stephen & Jayne Culley
Joby Pironi

The names of the company's director is:

Joby Pironi; Joby is a director of a local property services company carrying out electrical, gas and general maintenance services.

The name of the company's secretary is:

John Robert Morris FCMA CGMA MIRPM; John professionally manages several residential sites in Swindon. He is a Member of the Institute of Residential Property Managers, a Fellow of the Chartered Institute of Management Accountants, a Chartered Global Management Accountant and has built and managed a buy-to-let portfolio since 1992.

Signed by authority of the company,

John Robert Morris FCMA CGMA MIRPM
Company Secretary
29 December 2015

Trent Road RTM Company Ltd

15 Windsor Road Swindon SN3 1JP
Tel 0843 88 600 88 Direct: 01793 230498

NOTES

1. The notice inviting participation must be sent to each person who is at the time the notice is given a qualifying tenant of a flat in the premises but who is not already, and has not agreed to become, a member of the company. A qualifying tenant is defined in section 75 of the Commonhold and Leasehold Reform Act 2002 ("the 2002 Act").
2. The specified times must be periods of at least 2 hours on each of at least 3 days (including a Saturday or Sunday or both) within the 7 days beginning with the day following that on which the notice is given.
3. The ordering facility must be available throughout the 7 day period referred to in Note 2. The fee must not exceed the reasonable cost of providing the ordered copy.
4. An untransferred tenant covenant is a covenant in a tenant's lease that he must comply with, but which can be enforced by the company only by virtue of section 100 of the 2002 Act.
5. The functions relate to matters such as repairing obligations, administration and service charges, and information to be furnished to tenants. Details may be obtained from the RTM company.
6. If the claim notice is at any time withdrawn, deemed to be withdrawn or otherwise ceases to have effect, each person who is or has been a member of the company is liable (except in the circumstances mentioned at the end of this note) for reasonable costs incurred by—
 - (a) the landlord,
 - (b) any person who is party to a lease of the whole or any part of the premises otherwise than as landlord or tenant, or
 - (c) a manager appointed under Part 2 of the Landlord and Tenant Act 1987 to act in relation to the premises to which this notice relates, or any premises containing or contained in the premises to which this notice relates, in consequence of the claim notice. A current or former member of the company is liable both jointly with the company and every other person who is or has been a member of the company, and individually. However, a former member is not liable if he has assigned the lease by virtue of which he was a qualifying tenant to another person and that other person has become a member of the company.
7. All qualifying tenants of flats contained in the premises are entitled to be members. Landlords under leases of the whole or any part of the premises are also entitled to be members, but only once the right to manage has been acquired by the company. An application for membership may be made in accordance with the company's articles of association which, if they do not accompany this notice, may be inspected as mentioned in paragraph 2 of the notice.
8. If the right to manage is acquired by the company, the company must report to any person who is landlord under a lease of the whole or any part of premises any failure to comply with any tenant covenant of the lease unless, within the period of three months beginning with the day on which the failure to comply comes to the attention of the company—
 - (a) the failure has been remedied,
 - (b) reasonable compensation has been paid in respect of the failure, or
 - (c) the landlord has notified the company that it need not report to him failures of the description of the failure concerned.
9. If the right to manage is acquired by the company, management functions of a person who is party to a lease of the whole or any part of the premises otherwise than as landlord or tenant will become functions of the company. The company will be responsible for the discharge of that person's duties under the lease and the exercise of his powers under the lease, with respect to services, repairs, maintenance, improvements, insurance and management. However, the company will not be responsible for matters concerning only a part of the premises consisting of a flat or other unit not subject to a lease held by a qualifying tenant, or relating to re-entry or forfeiture.
10. If the right to manage is acquired by the company, the company will be responsible for the exercise of the powers relating to the grant of approvals to a tenant under the lease, but will not be responsible for the exercise of those powers in relation to an approval concerning only a part of the premises consisting of a flat or other unit not subject to a lease held by a qualifying tenant."

Trent Road RTM Company Ltd

15 Windsor Road Swindon SN3 1JP
Tel 0843 88 600 88 Direct: 01793 230498

To the Board of Trent Road RTM Company Ltd

15 Windsor Road, Swindon, SN3 1JP

I/We, [name/s] _____

of [address] _____

leaseholder of [insert address] _____

wish to become a member of Trent Road RTM Company Ltd subject to the provisions of the Articles of Association of the Company and to any Rules made under those Articles. I agree to pay to the Company an amount of up to £1 if the Company is wound up while I am a member or for up to 12 months after I have ceased to be a member.

Signed _____

Dated _____

Telephone number _____

Mobile Number _____

Email address _____
