STATUTORY INSTRUMENTS

# 1989 No. 374

# HOUSING, ENGLAND AND WALES

# The Housing (Change of Landlord) (Prescribed Forms) Regulations 1989

| | |
|---|---|
| *Made - - - -* | *9th March 1989* |
| *Coming into force* | *5th April 1989* |

The Secretary of State for the Environment, as respects England, and the Secretary of State for Wales, as respects Wales, in exercise of the powers conferred on them by sections 111(b), 112 and 114(1)(a) of the Housing Act 1988(b), and of all other powers enabling them in that behalf, hereby make the following Regulations:–

**Citation and commencement**

**1.** These Regulations may be cited as the Housing (Change of Landlord) (Prescribed Forms) Regulations 1989 and shall come into force on 5th April 1989.

**General interpretation**

**2.**—(1) In these Regulations–

"the Act" means the Housing Act 1988;

"applicant" means a person who has made an application claiming to exercise the right conferred by Part IV of the Act;

"business tenant" means a tenant under a tenancy to which Part II of the Landlord and Tenant Act 1954(c) applies;

"landlord" means a public sector landlord to whom an application has been made to exercise the right conferred by Part IV of the Act;

"teller" means a person independent from the applicant to whom the tenants consulted in accordance with section 102 of the Act are to give notice of whether or not they wish to continue as tenants of the landlord.

(2) References in these Regulations to sections by number are references to sections bearing those numbers in the Act.

**Forms**

**3.** The following forms or forms substantially to the same effect are prescribed for the purposes specified–

(a) the form set out in Schedule 1 to these Regulations shall be the form of application to be used by an applicant in claiming under section 96(1) to exercise the right to acquire conferred by Part IV of the Act;

(b) the form set out in Schedule 2 to these Regulations shall be the form of notice to be used by a landlord under section 97(1) in specifying information for an applicant;

(a) *See* the definition of "prescribed".
(b) 1988 c.50.
(c) 1954 c.56.

(c) the form set out in Schedule 3 to these Regulations shall be the form of notice to be used by a landlord under section 98(1) in stating proposals as to the buildings and property proposed to be acquired;

(d) the form set out in Schedule 4 to these Regulations shall be the form of notice to be used by a landlord in specifying under section 99(1) the purchase price or disposal cost;

(e) the form set out in Schedule 5 to these Regulations shall be the form of notice to be used by an applicant under section 103(1) in stating his intention to proceed;

(f) the form set out in Schedule 6 to these Regulations shall be the form to be used by a tenant who has notified an applicant as specified in regulation 16(7) of the Housing (Change of Landlord) Regulations 1989(a) in giving notice under section 103(2) as to whether or not he wishes to continue as a tenant of his landlord;

(g) the form set out in Schedule 7 to these Regulations shall be the form to be used by a tenant in giving notice under section 103(2) in any case other than the one referred to in paragraph (f) as to whether or not he wishes to continue as a tenant of his landlord.

*Nicholas Ridley*
9th March 1989 — Secretary of State for the Environment

*Peter Walker*
9th March 1989 — Secretary of State for Wales

(a) S.I. 1989/367.

# SCHEDULE 1

Regulation 3(a)

## FORM 1

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 96(1)

NOTICE CLAIMING THE RIGHT TO ACQUIRE UNDER PART IV

**TO BE COMPLETED BY THE APPLICANT**

TO THE LANDLORD

| |
|---|
| |

Name and address of landlord concerned

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**PART A: The applicant and his approval**

| |
|---|
| |

Name, address, reference number and telephone number of applicant

*Note to applicant*

Enclose evidence of approval from the Housing Corporation or Housing for Wales under section 94 with this notice.

**PART B: The buildings and property proposed to be acquired**

IF ANY OF THE BUILDINGS PROPOSED TO BE ACQUIRED UNDER SECTION 93(1)(a) CONTAINS A DWELLING-HOUSE SUBJECT TO AN APPROVED CO-OPERATIVE MANAGEMENT AGREEMENT (SEE NOTES) TICK THIS BOX.

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**Section 93(1)(a)**

**1.** List in Annex A the addresses of the buildings proposed to be acquired under section 93(1)(a) (buildings in which the landlord owns the fee simple estate and each of which comprises or contains one or more dwelling-houses which on the date this application is made ("the relevant date") is or are occupied by qualifying tenants of the landlord).

**Section 93(1)(b)**

**2.** List in Annex B the addresses or descriptions of the property proposed to be acquired under section 93(1)(b) (other property in which the landlord owns the fee simple estate, which is reasonably required for occupation with buildings listed in paragraph 1 above). Indicate whether any of the property is a building which comprises or contains a dwelling-house subject to an approved co-operative management agreement.

*Notes to applicant*

An approved co-operative management agreement is defined under section 96(3) as being an agreement which is made with the approval of the Secretary of State under section 27 of the Housing Act 1985 and where the body exercising functions of the local housing authority is approved by the Secretary of State for the purposes of section 96(2).

If any of the buildings proposed to be acquired under section 93(1)(a) contains a dwelling-house which is subject to an approved co-operative management agreement then this application:

- must specify all the buildings which contain dwelling-houses subject to that agreement in which the landlord owns the fee simple estate; and
- must not specify (by virtue of section 93(1)(a) or (b)) any building which contains dwelling-houses if none of them is subject to that agreement.

**PART C: Plan**

1. Enclose a plan of a suitable scale showing–
   (a) each building proposed to be acquired under section 93(1)(a), and
   (b) all the property proposed to be acquired under section 93(1)(b), and
   (c) which (if any) buildings proposed to be acquired contain a dwelling-house subject to an approved co-operative management agreement.
2. The plan should be signed on behalf of the applicant and dated.

**PART D: The Claim**

I/WE CLAIM THE RIGHT UNDER PART IV OF THE 1988 ACT TO ACQUIRE FROM YOU THE FEE SIMPLE ESTATE IN THE BUILDINGS AND PROPERTY SPECIFIED IN THIS APPLICATION.

**PART E: Signature**

| | |
|---|---|
| | Signature |
| | Office held |
| | Date |

*Note to applicant*

You are reminded to comply with any undertaking you have given to the Housing Corporation or Housing for Wales as to notification of this application to tenants.

Ref No.

BUILDINGS PROPOSED TO BE ACQUIRED
UNDER SECTION 93(1)(a)

ANNEX A
TO FORM 1

| Addresses of Buildings |
| --- |
| |

Ref No.

PROPERTY PROPOSED TO BE ACQUIRED
UNDER SECTION 93(1)(b)

ANNEX B
TO FORM 1

| Address or description of property | Whether a building containing a dwelling-house subject to an approved co-operative management agreement |
|---|---|
| | |

# SCHEDULE 2

Regulation 3(b)

## FORM 2

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 97(1)

NOTICE SPECIFYING INFORMATION FOR THE APPLICANT

**TO BE COMPLETED BY THE LANDLORD**

TO THE APPLICANT

| | |
|---|---|
| | Name, address and reference number of applicant |
| | The relevant date |

*Note to landlord*

The notice must be served within four weeks of the relevant date (the date on which the application was made under section 96).

IN THIS NOTICE I/WE SPECIFY THE INFORMATION REQUIRED BY SECTION 97(1).

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**PART A: Tenants and licensees of section 93(1)(a) property**

Give in Annex A the name and address of every tenant (including any sub-tenant) or licensee of dwelling-houses proposed to be acquired under section 93(1)(a) and the general nature of his tenancy or licence.

*Note to landlord*

The general nature of a tenancy or licence should include the following details:

- whether licence or tenancy,
- whether secure under the Housing Act 1985 and if secure, whether or not a qualifying tenancy (see section 93(3) and (4)),
- if not secure, whether a business tenancy, long lease or not secure for other reasons,
- whether periodic or fixed term,
- when granted and,
- expiry date (where applicable).

**PART B: Name of Contact**

| | |
|---|---|
| | Name and address of a contact for applicant for exercise of rights of access and other information under section 97(2) |

**PART C: Signature**

| | |
|---|---|
| | Signed on behalf of the landlord |
| | Name |
| | Office held |
| | Date |

Ref No.

TENANTS OR LICENSEES OF DWELLING-HOUSES PROPOSED TO BE ACQUIRED UNDER SECTION 93(1)(a)

ANNEX A TO FORM 2

| Name of tenant or licensee | Address of dwelling-house | General nature of tenancy or licence |
|---|---|---|
| | | |

# SCHEDULE 3

Regulation 3(c)

## FORM 3

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 98(1)

NOTICE STATING LANDLORD'S PROPOSALS AS TO PROPERTY PROPOSED TO BE ACQUIRED

**TO BE COMPLETED BY THE LANDLORD**

TO THE APPLICANT

| |
|---|
| |

Name, address and reference number of applicant

THIS NOTICE SPECIFIES OUR PROPOSALS AS TO PROPERTY INCLUDED IN THE ACQUISITION.

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**PART A: Buildings and property proposed to be EXCLUDED from acquisition**

Give a list of the following:

**Buildings falling within section 98(1)(a)**

**1.** List in Annex A any building proposed to be acquired under section 93(1)(a) which the landlord considers should be excluded on the ground that it is not a building which comprises or contains one or more dwelling-houses which on the relevant date were occupied by qualifying tenants.

*Note to landlord*

A secure tenant of a landlord is a qualifying tenant if (and only if) his secure tenancy is held directly from the landlord as owner of the fee simple estate, subject to the exceptions in section 93(4) (possession orders and certain exceptions to the right to buy).

**Property falling within section 98(1)(b)**

**2.** List any property proposed to be acquired under section 93(1)(b) which the landlord considers should be excluded on the grounds–

(a) that the landlord considers it is not reasonably required for occupation with buildings proposed to be acquired under section 93(1)(a) (in Annex B);

(b) that the landlord considers it is property which is reasonably required for occupation with such of those buildings proposed to be excluded in paragraph 1 above and reasons why it is so required (in Annex C).

**Property falling within section 98(1)(c)**

**3.** List–

(a) in Annex D any property proposed to be acquired under section 93(1)(a) or (b) the inclusion of which the landlord considers is precluded by section 95 and give reasons;

(b) in Annex E any property the inclusion of which the landlord considers is precluded as it is reasonably required for occupation with property proposed to be excluded under paragraph 3(a) above and give reasons;

(c) in Annex F any building which the landlord considers is excluded by section 96(2)(b) where the notice under section 96(1) includes a building containing a dwelling-house subject to an approved co-operative management agreement and give reasons.

**PART B: Property proposed to be INCLUDED in acquisition**

**Property falling within section 98(1)(d)**

List in Annex G any property which the landlord desires to have included on the ground that it cannot otherwise be reasonably managed or maintained and give reasons why it satisfies this ground.

*Note to landlord*

You cannot include any property under this ground which is excluded under sections 95 or 96(2)(b).

**PART C: Proposed rights for landlord to retain over property included in acquisition**

**Rights falling within section 98(1)(e)**

Give information as to the rights (if any) the landlord proposes to retain over property included in the acquisition on the ground that they are necessary for the proper management or maintenance of land to be retained by the landlord.

**PART D: Other proposed terms**

**Terms falling within section 98(1)(f)**

Give your proposals for the other terms of the conveyance.

*Note to landlord*

The proposals must comply with the requirements of regulation 19 of and Schedule 4 to the Housing (Change of Landlord) Regulations 1989 (S.I. 1989/367).

**PART E: Prescribed particulars**

**Particulars prescribed falling within section 98(1)(g)**

Give the particulars required by regulation 3 of the Housing (Change of Landlord) Regulations 1989.

**PART F: Name and address of contact for applicant**

Give the name and address of the landlord's contact to whom the applicant may direct any enquiries concerning the contents of this notice.

| |
|---|
| |

Name, address and telephone number of contact for applicant

**PART G: Signature**

| | |
|---|---|
| | Signed on behalf of the landlord |
| | Name |
| | Office held |
| | Date |

*Notes to applicant*

You must notify the landlord in writing of any matters in this notice which you do not accept WITHIN 4 WEEKS OF THIS NOTICE BEING SERVED ON YOU.

You are reminded to comply with any undertaking you have given to the Housing Corporation or Housing for Wales as to notification to tenants.

Ref No.

BUILDINGS PROPOSED TO BE EXCLUDED
UNDER SECTION 98(1)(a)

ANNEX A
TO FORM 3

| Addresses of Buildings |
| --- |
| |

Ref No.

PROPERTY PROPOSED TO BE EXCLUDED
UNDER SECTION 98(1)(b)—
NOT REASONABLY REQUIRED FOR OCCUPATION WITH
BUILDINGS UNDER SECTION 93(1)(a)

ANNEX B
TO FORM 3

| Address or description of property |
| --- |
| |

Ref No.

PROPERTY PROPOSED TO BE EXCLUDED UNDER SECTION 98(1)(b)— REASONABLY REQUIRED FOR OCCUPATION WITH BUILDINGS IN ANNEX A

ANNEX C TO FORM 3

| Address or description of property | Reasons |
|---|---|
| | |

Ref No.

PROPERTY PROPOSED TO BE EXCLUDED
UNDER SECTION 98(1)(c)—
PRECLUDED BY SECTION 95

ANNEX D
TO FORM 3

| Address or description of property | Reasons |
| --- | --- |
| | |

Ref No.

PROPERTY PROPOSED TO BE EXCLUDED UNDER SECTION 98(1)(c)— REASONABLY REQUIRED FOR OCCUPATION WITH PROPERTY IN ANNEX D

ANNEX E TO FORM 3

| Address or description of property | Reasons |
|---|---|
| | |

Ref No.

PROPERTY PROPOSED TO BE EXCLUDED
UNDER SECTION 98(1)(c)—
BUILDINGS EXCLUDED BY SECTION 96(2)(b)

ANNEX F
TO FORM 3

| Address of building | Reasons |
|---|---|
| | |

Ref No.

PROPERTY PROPOSED TO BE INCLUDED
UNDER SECTION 98(1)(d)

ANNEX G
TO FORM 3

| Address or description for property | Reasons |
|---|---|
| | |

# SCHEDULE 4

Regulation 3(d)

## FORM 4

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 99(1)

NOTICE SPECIFYING LANDLORD'S PURCHASE PRICE OR DISPOSAL COST

**TO BE COMPLETED BY THE LANDLORD**

TO THE APPLICANT

| |
|---|
| |

Name, address and reference number of applicant; and date of application

THIS NOTICE SPECIFIES OUR PROPOSALS AS TO THE PURCHASE PRICE OR DISPOSAL COST.

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**PART A: The proposed purchase price or disposal cost**

**1.** The property, the purchase price or disposal cost of which is to be determined, is the property included in the application under section 96(1) subject to–

(a) any exclusion of property by virtue of section 98(1)(a) to (c) (give details in Annex A),

(b) any inclusion of property by virtue of section 98(1)(d) (give details in Annex B).

**2.** Give details of the proposed purchase price or disposal cost of all the property to be acquired—see notes below.

| Amount | Whether purchase price or disposal cost |
|---|---|
| | |

*Notes to landlord*

The proposed purchase price or disposal cost is the amount which on the relevant date the landlord considers the property to which the acquisition relates would realise if sold on the open market by a willing vendor on the assumptions listed in section 99(2).

There will be a disposal cost in the circumstances set out in section 99(3).

**3.** If the amount entered in paragraph 2 above is a disposal cost give the following details–

| |
|---|
| |

Estimated cost of repairs reasonably necessary under section 99(2)(d)

| |
|---|
| |

Estimate of purchase price of property if works under section 99(2)(d) had been carried out to it.

**PART B: Proposed Amount Attributable to Houses**

*Note to landlord*

- YOU NEED ONLY COMPLETE PART B OF THE FORM IF THE PROPERTY TO WHICH THE ACQUISITION RELATES INCLUDES DWELLING-HOUSES WHICH ARE HOUSES AS WELL AS OTHER PROPERTY (SUCH AS FLATS); IF NOT GO TO PART C.

Give details as to the amount attributable to houses (house is defined in section 183 of the Housing Act 1985 and the amount attributable to houses has the meaning given in section 100(4)(b)) and indicate whether it is a purchase price or disposal cost.

| Amount | Whether purchase price or disposal cost |
|---|---|
| | |

**PART C: Details as to dwelling-houses which are houses**

List in Annex C the addresses of the houses which the property to which the acquisition relates consists of or includes and indicate the number of habitable rooms in each of them.

*Note to landlord*

- a habitable room is defined in section 114(1) as being in relation to a house a room used or intended for use as:
  - a bedroom,
  - a living room,
  - a dining room, or
  - a kitchen.

**PART D: Supporting Information**

Give information sufficient to show the applicant how you ascertained–

(a) the proposed purchase price or disposal cost entered in Part A; and

(b) the proposed amount attributable to houses entered in Part B (if applicable).

**PART E: Name and address of contact for applicant**

Give the name and address of your contact to whom the applicant may direct enquiries concerning the contents of this notice.

| |
|---|
| |

Name and address of contact for applicant

**PART F: Signature**

I certify that to the best of my knowledge the foregoing information is accurate and complete and fulfils the requirements of section 99.

| | |
|---|---|
| | Signed on behalf of the landlord |
| | Name |
| | Office held |
| | Date |

*Note to applicant*

You must notify the landlord in writing of any matters in this notice you do not accept WITHIN 4 WEEKS OF THIS NOTICE BEING SERVED ON YOU.

Ref No.

PROPERTY EXCLUDED BY VIRTUE OF SECTION 98(1)(a) to (c)

ANNEX A TO FORM 4

| Address or description of property excluded |
| --- |
| |

Ref No.

PROPERTY INCLUDED BY VIRTUE OF SECTION 98(1)(d)

ANNEX B TO FORM 4

| Address or description of property included |
| --- |
| |

Ref No. HOUSES WHICH THE PROPERTY TO WHICH THE ACQUISITION RELATES CONSISTS OF OR INCLUDES ANNEX C TO FORM 4

| Addresses of houses | Number of habitable rooms |
|---|---|
| | |

## SCHEDULE 5

Regulation 3(e)

## FORM 5

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 103(1)

NOTICE OF INTENTION TO PROCEED
WITH AN ACQUISITION UNDER PART IV

**TO BE COMPLETED BY THE APPLICANT**

*Note:* this notice must be served on the landlord within two weeks of the end of the consultation period which ended on _____

TO THE LANDLORD

| |
|---|
| |

Name and address of landlord

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**PART A: Details of application to which this notice relates**

| Name and address of applicant | Date of application | Reference number |
|---|---|---|
| | | |

**PART B: Intention to proceed**

I/WE INTEND TO PROCEED WITH THE ACQUISITION.

I ATTACH A COPY OF A CERTIFICATE OF THE OUTCOME OF THE CONSULTATION.

**PART C: Information about tenants who wish to continue as tenants of the landlord**

**1. Tenants wishing to continue as tenants of the landlord**

List in Annex A, the names and addresses of the tenants (if any) who during the consultation period gave notice of their wish to continue as tenants of the landlord.

*Note to applicant*

Flats occupied by long leaseholders or business tenants will not be leased back even if such tenants gave notice of their wish to continue as tenants of the landlord and appear in the list in Annex A.

**2. Houses to be excluded**

List in Annex B, the houses (if any) which (having taken regulation 8 into account) regulation 6(1) of the Housing (Change of Landlord) Regulations 1989 (S.I. 1989/367) requires to be excluded from the acquisition.

**3. Flats to be leased back**

List in Annex C, the flats (if any) which (having taken regulation 8 into account) regulations 6(2) and 7 of the Housing (Change of Landlord) Regulations 1989 require to be leased back to the landlord; indicate the description under those Regulations of the tenant.

**PART D: Proposed terms of leases**

**4.** Give a statement of the proposed terms of the leases of each of the flats to be leased back under paragraph 3.

*Note to applicant*

The proposals must comply with the requirements of regulation 19 of and Schedule 4 to the Housing (Change of Landlord) Regulations 1989.

**PART E: Supporting information**

**5.** Give such information as may be necessary to show how the lists at Annexes A, B and C were established.

**PART F: Purchase price or disposal cost of property to be acquired**

**6. Price/Disposal Cost**

Enter the price or disposal cost payable for the property to be acquired as agreed or determined and indicate which it is.

| | |
|---|---|
| | Price/Disposal Cost (delete as appropriate) under section 99 |
| | Sum referable to excluded houses under section 100(3) |
| | Price/Disposal Cost (delete as appropriate) taking into account the sum referable to excluded houses |

*Note to applicant*

The figures you enter must *DISREGARD* any decision you make in paragraph 7 about entering into a covenant under section 103(1) as this will be taken into account by the district valuer.

**PART G: Prescribed covenant**

**7. Option to enter into prescribed covenent**

I/We [wish] [do not wish] to enter into a prescribed covenant in accordance with section 103(1) and regulation 18 of the Housing (Change of Landlord) Regulations 1989.

*Note to applicant*

– this option is available only if there is a purchase price.

**PART H: Signatures**

| | |
|---|---|
| | Signed |
| | Office held |
| | Date |

*Note to landlord*

You are reminded that you must notify the applicant in writing of any matters in this notice which you do not accept WITHIN TWO WEEKS OF SERVICE OF THIS NOTICE.

*Note to applicant*

You are reminded to comply with any undertaking you have given to the Housing Corporation or Housing for Wales as to notification of this notice to tenants.

Ref No. TENANTS WHO WISH TO CONTINUE AS TENANTS OF THE LANDLORD ANNEX A TO FORM 5

| Names of business tenants and tenants with long tenancies who wish to continue as tenants of the landlord | Addresses |
|---|---|
| | |
| **Other tenants who wish to continue as tenants of the landlord** | **Addresses** |
| | |

Ref No.

HOUSES TO BE EXCLUDED

ANNEX B
TO FORM 5

| Addresses of houses to be excluded |
| --- |
| |

Ref No.

FLATS TO BE LEASED BACK

ANNEX C
TO FORM 5

| Addresses of flats to be leased back | Category of tenant under section 100 regulations |
|---|---|
| | |

# SCHEDULE 6

Regulation 3(f)

## FORM 6

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 103(2)

NOTICE OF DECISION BY ABSENTEES

**TO BE COMPLETED BY THE PROPOSED NEW LANDLORD**

THIS NOTICE IS TO BE SUPPLIED BY A PROPOSED NEW LANDLORD IN ACCORDANCE WITH REGULATION 16(7) OF THE HOUSING (CHANGE OF LANDLORD) REGULATIONS 1989 (S.I. 1989/367).

| | |
|---|---|
| | Name and address of tenant |
| Name and address of existing landlord | Name and address of proposed new landlord |
| | |

---

**TO BE COMPLETED BY THE TENANT**

DECISION

| | |
|---|---|
| I wish to continue as a tenant of my existing landlord | I wish to become a tenant of the proposed new landlord |
| | |

*Notes to tenant*

Please mark one box only, clearly with a cross.

Please note that if the acquisition goes ahead and you have failed to mark either box with a cross you will become a tenant of the new landlord SO DO MARK ONE BOX OR THE OTHER WITH A CROSS.

Business tenants and tenants who have a long lease can help decide whether the acquisition should go ahead, but do not have the option to continue as tenants of their existing landlord if it does.

Joint tenants may not give this notice.

SIGNATURE

| | |
|---|---|
| | Signature of tenant |
| | Date |

**What happens next?**

Your notice may not be valid if this form is not correctly completed. Please check it carefully.

Please return it in the reply paid envelope or by giving it to the proposed new landlord who will hand it unopened to an independent person who will ensure that it is taken into account.

# SCHEDULE 7

Regulation 3(g)

## FORM 7

## CHANGE OF LANDLORD

HOUSING ACT 1988: SECTION 103(2)

NOTICE OF DECISION BY TENANT/S

**TO BE COMPLETED BY THE TELLER**

YOU, THE TENANT, WILL HAVE RECEIVED INFORMATION SEPARATELY FROM [ ] (name and address of teller) and [ ] (name of proposed new landlord) ABOUT FILLING IN THIS FORM.

**PLEASE READ THAT INFORMATION CAREFULLY BEFORE MARKING ONE OF THE BOXES BELOW.**

| | |
|---|---|
| | Name and address of tenant/s |
| Name and address of existing landlord | Name and address of proposed new landlord |
| | |

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**TO BE COMPLETED BY THE TENANT/S**

DECISION

| I/We wish to continue as tenant/s of my/our existing landlord | I/We wish to become tenant/s of the proposed new landlord |
|---|---|
| | |

*Notes to tenant/s*

Please mark one box only, clearly with a cross.

Please note that if the acquisition goes ahead and you have failed to mark either box with a cross you will become a tenant of the new landlord SO DO MARK ONE BOX OR THE OTHER WITH A CROSS.

Business tenants and tenants who have a long lease can help decide whether the acquisition should go ahead, but do not have the option to continue as tenants of their existing landlord if it does so. Please refer to the accompanying information for details.

SIGNATURE/S

Box 1

You should sign this box unless you are joint tenants, in which case go to box 2.

Box 2

This box is for you to use only if you are joint tenants. Remember that you must agree on one decision between you. **Either** you can all sign **or** one or more of the joint tenants can sign on behalf of the others.

DATE

**What happens next?**

Your notice may not be valid if this form is not correctly completed. Please check it carefully.

Please return it in the reply paid envelope or by giving it to the teller.

## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations prescribe the forms for use in connection with the right to acquire conferred by Part IV of the Housing Act 1988 under sections 96(1), 97(1), 98(1), 99(1), 103(1) and (2) (regulation 3(a) to (g)). The forms are–

(a) the form of application to be used by an applicant to claim the right to acquire conferred by Part IV of the 1988 Act (Schedule 1—Form 1); and

(b) the form of notice to be used by a landlord specifying information for the applicant (Schedule 2—Form 2); and

(c) the form of notice to be used by a landlord stating proposals as to property proposed to be acquired (Schedule 3—Form 3); and

(d) the form of notice to be used by a landlord specifying the purchase price or disposal cost (Schedule 4—Form 4); and

(e) the form of notice to be used by an applicant stating his intention to proceed (Schedule 5—Form 5); and

(f) the form of notice to be used by a tenant who has notified an applicant as specified in regulation 16(7) Housing (Change of Landlord) Regulations 1989 (absentee tenants) in giving notice as to whether or not he wishes to continue as a tenant of his landlord (Schedule 6—Form 6); and

(g) the form of notice to be used by any other tenant in giving notice as to whether or not he wishes to continue as a tenant of his landlord (Schedule 7—Form 7).

Forms substantially to the same effect as these may be used.

£4.50 net

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