

**Your Rights and Obligations in Relation to Service Charges**

**🏠 Your Rights**

You have the right:

- For Service Charges and estimates to be reasonable
- To apply to the Leasehold Valuation Tribunal if you think your service charges or estimates are not reasonable or the quality of work is inadequate
- To request a summary of the costs which your service charges are based for the last accounting period
- To see all the invoices, receipts and documents in relation to the service charges within 6 months of receiving the summary
- To be consulted on major works that exceed £250 per leaseholder
- To be consulted on long-term agreements\* (eg building cleaning) where the cost exceeds £100 per annum, per leaseholder. This applies to contracts entered into after October 2003
- The right to a service charge loan from the Council where your bill exceeds £1,500 in any one year during the first 10 years of your lease
- To information about the building insurance

\* Excludes Management Agreement made by the Local Housing Authority and an Arms Length Management Organisation under s27(2) of the housing Act 1985

**🏠 Your Obligations**

As a leaseholder you have a duty:

- To pay ground rent,
- To pay your contribution to the costs of managing and maintaining the building, in accordance with your lease
- To pay your contribution for major works to the building, in accordance with your lease
- To pay managements costs, in accordance with your lease
- To pay a contribution towards the building insurance, in accordance with your lease
- To pay your service charges on time

You are also responsible for repairing, maintaining and decorating the internal parts of your flat, including the servicing of any gas boilers.

**🏠 The Council as the freeholder of the building is responsible for:**

- Keeping the structure in good repair
- Maintaining and cleaning any common parts
- Recovering these costs and management costs through service charges

A1 Housing Limited will carry out these responsibilities on behalf of Bassetlaw District Council