

NAME
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POST CODE

Leasehold Department
Plymouth Community Homes
Plumer House
Tailyour Road
Crownhill
PL6 5DH

Tel: 01752 388094
E-mail:
Lease.hold@plymouthcommunityhomes.co.uk

13th March 2025

RE: (property address)

Dear (Leaseholder name)

S.20 Landlord and Tenant Act 1985

Notice 1: Notice of Intention to enter into a Qualifying Long-Term Agreement for Insurance Services including the provision of Leaseholder and Shared Owners buildings insurance

Notice of intention

It is the intention of Plymouth Community Homes to enter into a long-term agreement in respect of which we are required to consult leaseholders under the terms of Section 20 of the Landlord and Tenant Act 1985 (as amended by Section 151 of the Commonhold and Leasehold Reform Act 2002). A "Qualifying Long-Term Agreement" is defined by Section 20 Landlord and Tenant Act 1985 and applies where the duration of a contract will exceed 12 months and where the contribution of any one leaseholder will exceed £100 in any accounting period.

The services to be provided under the agreement

The services to be provided under the agreement are:

- Plymouth Community Homes will consider entering into long term agreements with the bidder and/or the risk carriers proposed by the bidder, for 3 years (or 3 periods of insurance), with the option to extend the award period by up to 2 further years, subject to satisfactory service, performance and cost.
- The provision of buildings insurance and associated services for the whole of Plymouth Community Homes' stock, including the leasehold and shared ownership, which includes cover for:
 - o material damage or loss to buildings
 - o material damage to landlord's contents and common parts
 - o the provision of alternative accommodation following insured damage
 - o property owner's liability

A full description of the services to be provided under the agreement can be requested from The Leasehold Team on 01752 388094, or at Plymouth Community Homes, Plumer House, Tailyour Road, Crownhill, Plymouth PL6 5DH. The Insurance will not cover the contents of individual properties. We therefore advise you purchase appropriate **contents** insurance cover.

Why is Agreement necessary?

Plymouth Community Homes considers it necessary to enter into the agreement because leases oblige it to provide insurance cover on properties for which it is the freeholder; and a better deal is most likely to be secured by entering into a long-term agreement.

Observations

Plymouth Community Homes invites observations to this proposal.

Observations must be in writing to lease.hold@plymouthcommunityhomes.co.uk or the address on the header of this letter within 30 days of the date of this notice, and by 12th April 2025. Observations received after this date may not be considered.

Why leaseholders are not invited to nominate a company

Due to the size and value of the proposed contract, the tender will be advertised publicly in the UK Government's Find a Tender Service (FTS) and follow a public procurement for the appointment of the provider.

Next steps

Following the consultation period, and after observations have been considered, procurement may start. This can take some time.

When tender submissions have been received, we will contact you again with a proposal and ask for your observations on it.

Keep this letter for future reference. If you are selling the property, give a copy to your conveyancer to show to the buyer.

Yours sincerely

Leasehold Team