

Leaseholder's Section 20

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Helping people live their later lives to the full

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Your handy guide
to section 20 of the
Landlord and Tenant
Act 1985



Sussex Housing & Care

What is Section 20?

It refers to Section 20 (S20) of the Landlord and Tenant Act 1985 (amended by section 151 of the Commonhold and Leasehold Reform Act 2002).

It is a piece of law which requires us to consult with you about some of the work and services that you pay for as leaseholders.

How does the Section 20 consultation process work?

Generally, you will get three separate notices under the S20 process, one at each of the following three stages:

1. A notice of intention: where we invite contractors to tender for the work (that is, to give an estimated cost) - up to 30 days

2. Notification of Landlord's proposals: after we have received the tenders (estimates) - up to 30 days

3. Notification of award of contract: when we award the contract to the successful tender - up to 21 days

Notice of Intention

A notice of intention is sent to each leaseholder and the secretary of the recognised tenants association (RTA), if there is one. It describes the proposed works (subject to a Section 20), or specifies a time and place where a description can be inspected. It also explains why the proposed works are necessary and invites feedback in writing within 30 days. Where relevant, it also informs leaseholders of their right to nominate a contractor.



Notification of Landlord's Proposals

This notice of estimates is sent to each leaseholder and the RTA, if there is one. It must include details of at least two estimates. We then invite feedback in writing within 30 days and consider that feedback in any decisions.

Notification of award of contract

This notice is sent within 21 days of entering into a contract, which includes the reasons why the contract was given to the

selected contractor and a summary of leaseholder feedback on the estimates (or state a place where feedback can be inspected).

The notification of award of contract isn't required when:

- The contract has been awarded to a contractor nominated by a leaseholder or recognised tenants association (RTA) or
- When the contract has been awarded to the contractor with the lowest tender.