



# Right To Manage Service Guide



## What's included

- All preliminary checks
- All land registry applications & Lease requests
- Liaising with all leaseholders
- Arranging membership applications
- Issuing Notices to participate
- Bespoke Articles of Association
- Company Secretary duties
- Company Director duties
- Company formation and incorporation
- Claim notices prepared and issued to the Landlord
- Communication between parties
- Retention of all statutory records until a Managing Agent is appointed.

\*this service does not include any application to the First Tier Tribunal

## The Standard Service

• **£2,000 + VAT**  
• for sites up to 30 units

• **POA**

\* for sites over 30 units

## What's included

- All preliminary checks
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- Arranging membership applications
- Issuing Notices to participate
- Bespoke Articles of Association
- Company Secretary duties
- Company Director duties
- Company formation and incorporation
- Claim notices prepared and issued to the Landlord
- Communication between parties
- Full case and claim work to apply to the FTT
- Representation at the FTT for any counter claim issued
- Access to your personal online portal for the RTM Application
- Retention of all statutory records until a Managing Agent is appointed.

## The Fully-Inclusive Service

**£2,500 + VAT**

- for sites up to 30 units

**POA**

- \* for sites over 30 units



## Payment Terms

Payments are arranged in a staged process and should be recoverable under the RTM's costs once the process has completed.

### Stage 1 – Free, no obligation

Preliminary checks are completed to ensure that the RTM can legally be created and that participating leaseholders are satisfied that this process is right for them.

A Full consultation with participating leaseholders or nominated chairpersons to discuss the advantages, responsibilities and requirements of a Right To Manage

Invitation to all leaseholders for their participation in the Right To Manage claim.

## Payment Terms

### Stage 1

## Payment Terms

Payments are arranged in a staged process and should be recoverable under the RTM's costs once the process has completed.

### Stage 2 – 50% of service fee

- Acquiring all land titles and necessary leases from the registrar.
- Creating bespoke Articles of Association for the new company
- Company Incorporation under the Companies Act 2006
- Holding the position of Company Director and Secretary
- Creating and holding the company's statutory records
- Issuing all leaseholders with the invitation to join as members
- Preparing the claim notices

Payment  
Terms

Stage 2



## Payment Terms

Payments are arranged in a staged process and should be recoverable under the RTM's costs once the process has completed.

### Stage 3 – 25% of service fee

- Issuing both claim notices to the Landlord and Leaseholders
- Recording the communications in the event of a counter-notice
- Liaising with the Landlord and Leaseholders
- Preparing additional claim notices for information requests
- If no counter claim is issued, our file is completed, held on file for your new Managing Agents (if these are different from Essex Properties) and the remaining 25% balance becomes payable.

## Payment Terms

### Stage 3

## Payment Terms

Payments are arranged in a staged process and should be recoverable under the RTM's costs once the process has completed.

## Payment Terms

## Final Stage

### Stage 4– 25% of service fee

- Receiving the Counter Claim Notice from the Landlord and ensuring the notice or time limits are within the prescribed periods.
- Liaising with the Leaseholders to advise on the counter claim notice and the next steps.
- Applying to the First Tier Tribunal for a determination of the Right To Manage claim and the reasonableness of costs if received.
- Representing the RTM Leaseholders during any First Tier tribunal hearing.
- Assisting the RTM with any necessary steps dictated by the courts to succeed with the application
- Issuing claim notices to the Landlords for development information.