

This form applies in England. To check whether it also applies in Wales, please contact [www.wales.gov.uk](http://www.wales.gov.uk).

# LANDLORD AND TENANT ACT 1985

Section 20ZA(5)

## Notice of Intention to Carry Out Qualifying Works Under Long Term Agreement

(Note 1)

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(1) Name and address of recipient (Note 2).

To<sup>(1)</sup>:

(2) Address of landlord's property in which the dwelling is included.

The landlord of<sup>(2)</sup>:

(3) Note 3.

intends to carry out the works [described below]<sup>(3)</sup> [whose description is available for inspection at the place and times specified below].<sup>(3)</sup>

(4) State them.

The landlord's reasons for the proposed works are as follows <sup>(4)</sup>:

(5) Note 4.

The total expenditure likely to be incurred on and in connection with the works is <sup>(5)</sup> £

[P.T.O.]

(6) Specify address.

You are invited to send written observations on the works or the estimated expenditure to<sup>(6)</sup>:

(7) Note 5.

to be delivered no later than<sup>(7)</sup>:

Date

Signed

(8) Name and address.

[Landlord] <sup>(8)</sup>

[Landlord's agent]<sup>(8)</sup>

## NOTES

1. A landlord must give advance notice of intention to carry out works which are covered by a long term agreement. Otherwise the tenant's contribution is limited to £250. A leasehold valuation tribunal may dispense with consultation requirements. Where the works fall within the EU procurement rules, a different form of notice may be needed.
2. This notice must be given to each tenant, and to the recognised tenants' association if there is one.
3. Delete whichever does not apply, and either
  - o describe in general terms on the form the works to be carried out, or
  - o specify on the form the place and hours at which a description of the works can be inspected.
4. Give the total amount of the expenditure (including value added tax if applicable) estimated as likely to be incurred.
5. Specify a date 30 days ahead beginning with the date of the notice.