

“Section 20 Consultation Notices for Major Works” is the last item listed in the table entitled “Information leaseholders can expect to receive during the ownership of a flat” at Appendix C to the RICS Service Charge Residential Management Code (3rd ed.). The table identifies when the information should be provided, by whom, and has a short “Comments” section.

What then is that information?

1. Information sheet about leasehold
2. Pre-contract enquiries
3. A copy of the lease
4. Welcome letter
5. Landlord’s name and address
6. Details of the services provided by the managing agent and the fees charged
7. Annual service charge budget
8. Explanatory notes to the budget
9. Major works plan
10. Invoices for service charges
11. Invoices for ground rent (if applicable)
12. Year-end service charge accounts
13. Explanatory notes to those accounts
14. Details of any additional income/ commission/benefits received by the managing agent during the year, arising out of the management of the block
15. Section 20 Consultation Notices for major works [and Qualifying Long Term Agreements (ed.)]

