

**Assessment Criteria I for the Purchase of the Freehold using the General Consents 2013**

**(must be completed and approved before moving to full consultation)**

Service Resp	PART 1 CRITERIA (internal use only)	
MSHO	Full Address and description of the building	
MSHO	Names & address of all applicants wanting to buy the freehold	
MSHO	Attach site plan	
MSHO	Total no. units in the building	
MSHO	Total no. of units held on a long lease	
MSHO	Total no. of resident leaseholders	
MSHO	Total no. of non-resident leaseholders	
MSHO	Total no. of secure tenants	
MSHO	Total no. of non secure tenants	
MSHO	List names of all non-participating leaseholders who have consented to the purchase of the freehold by the applicants?	
MSHO	How many non-resident leaseholders have managing agents?  If yes, list contact details of property and managing agent details.	
MSHO	List all 'live' RTB applications in the block?	
Resident Services	List all services provided to the building such as district heating, cleaning, caretaking concierge etc.	
Resident Services	Are there any other shared/communal facilities accessed that are in or adjacent to the building? For example garages, sheds, parking bays, bin chambers, utility rooms / service rooms?	

Resident Services	State any key issues we must consider for the future management of the block should the sale be approved	
Resident Services	Are there any known issues affecting the block or individuals such as ASB or neighbour disputes where the council is taking legal action?	
Resident Services	Are there any known breaches of lease other than service charge debt please list	
Major Works	Provide copies of all section 20 notices served for future works	
Major Works	What are estimated charges that we have not yet issued final invoices for	
Asset Management	Will removing the building from any scheme of works affect the Council's costs for the works?	
MSHO	MSHO commentary on whether to proceed to consultation	
	Criteria 1 Completion Date:	