



Section 20 Procedure

This is a procedure applicable where major works are being undertaken on MHA blocks of flats. These works could be expensive and may result in extra charges being added to leaseholders' service charge bills. If the following procedure is not strictly complied with, the notices will be invalid and MHA will be capped at £250 per unit.

Section 20 of the Landlord & Tenant Act 1985 (as amended) is a three stage process.

The first Section 20 notice outlines the proposed works and advises leaseholders we have several contractors in mind, inviting them to suggest contractors whom they consider suitable to do the works. The notice must also invite leaseholders to inspect the specification at our offices during normal office hours. They are given 30 days to reply to the notice and must be given the address to which replies are to be sent.

Tenders are then obtained from all contractors as well as those nominated by leaseholders (as long as they meet the tender list requirements).

When estimates are received a second Section 20 notice is given to leaseholders. This notice must say how many estimates have been received, giving details of the two lowest (i.e. the names of the contractors and the amount of the tenders). The notice must invite leaseholders to inspect the other tenders at our offices during normal business hours. Again, leaseholders are given 30 days in which to comment (in writing received at our offices).

Leaseholders are then notified of the award of the contractor, the reason why the firm has been chosen and the site start date via a third Section 20 notice.