

EXTENSION TO FLAT LEASEHOLD TERM APPLICATION FORM

**EVERY SECTION OF THIS FORM
MUST BE COMPLETED.**

Failure to complete all parts of the application form or provide additional requested information could result in a delay to processing your application.

If you have difficulties in completing this form please contact your Regional Place Shaping Office for assistance.

Further information on the Housing Executive's Extension to the Leasehold Term of Sold Flats Policy is available in the "Extending Your Flat Leasehold Term - A Guide for Leaseholders" leaflet available from www.nihe.gov.uk

Completed application forms should be returned to:

**Place Shaping (Belfast),
2 Adelaide Street,
Belfast BT2 8PB.**
Tel: 03448 920 900

If you live in Belfast and Lisburn and Castlereagh City Council areas.

**Place Shaping (North),
Richmond Chambers, The Diamond,
Londonderry BT48 6QP.**
Tel: 03448 920 900

If you live in Antrim and Newtownabbey, Causeway Coast and Glens, Derry and Strabane and Mid and East Antrim Council areas.

**Place Shaping (South),
Marlborough House, Central Way,
Craigavon BT64 1AJ.**
Tel: 03448 920 900

If you live in Ards and North Down, Armagh, Banbridge and Craigavon, Fermanagh and Omagh, Mid Ulster, and Newry, Mourne and Down Council areas.

Calls will be charged based on your network provider's call charging schedule and your individual call plan.

PART A – FULL ADDRESS OF FLAT

Line 1:	
Line 2:	
Line 3:	
Postcode:	

PART B – LEASEHOLDER DETAILS

To be eligible for a leasehold extension, you must be the full registered owner of the flat and, where there is more than one registered owner, all Leaseholders must be included in the application. Please provide details of all Leaseholders below:

	Name	Address (if different from above)	Contact Number	Email (optional)
Leaseholder 1				
Leaseholder 2				
Leaseholder 3				
Leaseholder 4				

The Housing Executive must be advised of any change in ownership. You should contact the Housing Executive’s Leasehold Unit if you want to check that you are the Leaseholder registered with us. If the Housing Executive has not been advised of a change in ownership then this may delay your application.

*If there is more than one registered owner Leaseholder please confirm the preferred contact Leaseholder.

	Name	Address (if different from above)	Contact Number	Email (optional)
Contact Leaseholder				

What date did you become the registered owner Leaseholder(s)?	/	/
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PART C

Is this lease extension required to facilitate, or coinciding with, the onward sale of your flat? *(Please tick)*

Yes

No

PART D – SOLICITOR DETAILS

Please provide details of the solicitor who will be acting for you if your application is approved.

Solicitor's Name	Address	Contact Number	Email (optional)

If you have not appointed a solicitor at this time your application can still be submitted, however, you will be required to appoint a solicitor to act on your behalf to complete the legal formalities if your leasehold extension is approved. Please provide us with your solicitor's details as soon as possible.

PART E - ELIGIBILITY CRITERIA

To be considered for an extension to your leasehold term you must meet the following eligibility criteria as at the date this fully and properly completed application to extend is received by the Housing Executive:

1. You must be the full registered owner of the flat and, where there is more than one registered owner, all must be party to the application.
2. You must be in full compliance with all of the leasehold covenants and conditions contained in your existing Flat Lease. However the following provisions will apply in the case of the particular breaches of leasehold covenant and/or condition listed below :-
 - a) If at the date your completed application to extend is received you are in breach of any of the leasehold covenants and/or conditions contained in your existing Flat Lease (other than those relating to the payment of service charges and/or other monies) but the nature of the breach is such that the Housing Executive considers it is not appropriate or reasonable for it to take any action in relation to the breach, you will still be eligible to apply for a leasehold extension.
 - b) If at the date your completed application to extend is received you are in breach of any of the leasehold covenants and/or conditions relating to the payment of service charges and/or other monies payable by you under the existing Flat Lease, you will still be eligible to apply for a leasehold extension, however, all service charges and/or other monies owed by you must be paid to the Housing Executive on or before the leasehold extension is granted.
3. Your flat must not be subject to or affected by any Housing Executive business case, strategy, plan or proposal which would in the opinion of the Housing Executive make the grant of a leasehold extension inappropriate or unreasonable.

PLEASE NOTE THAT IF YOU ARE AN EQUITY SHARING LEASEHOLDER YOU ARE NOT ELIGIBLE TO PURCHASE AN EXTENSION TO YOUR LEASEHOLD TERM.

DECLARATION

This declaration must be signed by all registered owner Leaseholders, as listed in Part B of this Application Form.

The Application Form will be returned if all sections are not fully and correctly completed.

- I/we am/are interested in purchasing an extension to the leasehold term under which I/we currently own the flat referred to in Part A.
- I/we declare that the information I/we have given on this Form is accurate and correct.
- I/we confirm that I/we understand that to be eligible for a lease extension I/we must meet the eligibility criteria set out above
- I/we confirm that if the flat is subject to a mortgage or a charge I/we will obtain the consent of all Mortgagees/Chargees to a leasehold extension if approved
- I/we confirm that I/we understand that any approval of a leasehold extension for my/our flat will be strictly conditional upon the payment of the following by me/us in full prior to the grant of an extension:
 - (i) the leasehold extension premium assessed by the Housing Executive,
 - (ii) all service charges and/or other monies due by me/us under my/our existing Flat Lease as at the proposed date of completion of the leasehold extension, and
 - (iii) any statutory discount repayable to the Housing Executive as a consequence of any onward sale of the flat which takes place in tandem with the grant of the leasehold extension

	Leaseholder Signature	Date
Leaseholder 1		
Leaseholder 2		
Leaseholder 3		
Leaseholder 4		

YOUR INFORMATION

WHAT WE DO WITH YOUR INFORMATION

The Housing Executive requires the information contained in this form to process your application for an extension to the leasehold term under which you own your former Housing Executive flat.

The Housing Executive in processing your application for a lease extension is exercising its statutory powers under Article 88(1) and Article 88(2) of the Housing (NI) Order 1981 using the lawful basis of Public Task.

SHARING YOUR INFORMATION WITH OTHERS

Your information is only shared where this is necessary to comply with our legal obligations or as permitted by the UK General Data Protection Regulation or Data Protection Act 2018.

Your name, flat address and contact information will be shared with the Housing Executive's Leasehold Unit for the purposes of confirming your eligibility for a lease extension and for ensuring that you are registered with the Housing Executive as the current Leaseholder of the flat and are up to date with the payment of your Service Charges and any other monies due to the Housing Executive under the terms of your Flat Lease. If you are not registered with the Leasehold Unit as the current Leaseholder of the flat, they will use this information to update their records.

Your name, flat address and contact information will be shared with the Housing Executive Local Office covering the location of your flat for the purpose of confirming your eligibility for a lease extension.

The flat address will be shared with the Housing Executive's Asset Strategy Unit for the purpose of confirming your eligibility for a lease extension.

Your name, flat address and contact information will be shared with our Finance Department for the purpose of payment of the valuation fee (if your application is eligible to proceed to valuation stage), the redetermination fee (if you request a redetermination of your valuation) and the lease extension premium and any service charges or other monies due by you under your Flat Lease (if your application is approved and you complete the lease extension).

Your name, flat address and contact information will be shared with the Housing Executive's appointed valuer for the purpose of assessing the market value of your flat

If you do not accept the valuation as assessed by the appointed valuer and request a redetermination, your name, flat address and contact information and the details of the first valuation of your flat will be shared with Land & Property Services for the purpose of re-determining the market value of your flat.

HOW LONG WE HOLD YOUR INFORMATION FOR

If your application for a lease extension is not approved, or is approved but does not complete, the Housing Executive will hold your information for a period of 3 years following file closure which is either when your application has been cancelled or when you have withdrawn your application.

If your lease extension is approved and completed, the Housing Executive will hold your information for a period of 10 years from the date of completion.

The associated documents of title will be retained permanently.

PRIVACY NOTICE

The Housing Executive is committed to protecting your privacy and maintaining your trust and confidence in how we handle your personal information. You can view our Privacy Notice at www.nihe.gov.uk/privacy_notice, pick up a copy at any Housing Executive office or you can ask us to post or email a copy to you.