

# Leasehold Information Pack Enclosures

B-hive Property Solutions

The following documents will be included in every pack:

- ✓ LPE1 Form (Newest Edition)
- ✓ Service Charge Statement of Account
- ✓ Service Charge Apportionment Sheet
- ✓ Service Charge Budget Reports for the Current and Previous Year
- ✓ Service Charge Accounts for the Last Three Years
- ✓ Building's Insurance Certificate and Policy Wording Document
- ✓ Combined Health, Safety & Fire Risk Assessment
- ✓ Terrorism Insurance Certificate (If separate from the Building's Insurance Certificate)
- ✓ HML Contact & Communication Preference Form
- ✓ HML Residents Responsibilities
- ✓ HML Resident Handbook
- ✓ Deed of Variation Process

If applicable to your development/property, the following documents will also be included:

- ✓ Asbestos Reports
- ✓ Application for Membership Form / Stock Transfer Forms
- ✓ Any Consents Previously Issued for the Property
- ✓ EWS1 Form / Fire Risk Appraisal of the External Walls
- ✓ Memorandum and Articles of Association
- ✓ Special Resolutions
- ✓ Section 20 Notices



[www.b-hivepropertysolutions.com](http://www.b-hivepropertysolutions.com)

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