

## RESIDENTIAL BLOCK MANAGEMENT HANDOVER CHECKLIST

REQUIRED DOCUMENTS.	WHERE CAN WE OBTAIN THIS INFORMATION:
A <b>lease</b> or copy leases for the flats.	In a worse case scenario we can purchase a copy from Land Registry. However, It is the duty of your managing agents to provide this information.
A copy of the <b>current buildings insurance policy</b> and supporting documents.	It is the duty of your managing agents to provide this information.
A <b>copy utility bill for all supplies</b> including quite critically a <b>letter of authority</b> to allow us authority to handle the account effective from the handover.	It is the duty of your managing agents to provide this information.
A copy of the <b>last 3 years accounts</b> and financial information as a minimum, but preferably as many historical years financial records as possible.	In a worse case scenario we can purchase a copy from Companies house. However, It is the duty of your managing agents to provide this information.  In some cases management can change mid way through a service charge year and in this case ARMA members are required to finalise the last full year of accounting records under their regulations. This is subject to board discretion.
A copy of the <b>current service charge estimate/ budget</b> .	A lessee may generally hold a copy of this. However, It is the duty of your managing agents to provide this information.
A copy of the <b>bills incurred</b> for the current financial year. We will need these for the purpose of producing the accounts at the year end.	It is the duty of your managing agents to provide this information.
An accurate list of <b>current leaseholders names &amp; addresses</b> .	In a worse case scenario we can purchase a copy from Land Registry. However, It is the duty of your managing agents to provide this information.

<p>A <b>statement of each leaseholders account</b> to act as opening balances from handover.</p>	<p>It is the duty of your managing agents to provide this information.</p>
<p>A full <b>sets of keys</b> to the common parts</p>	<p>In a worse case scenario we can purchase a copy from a current leaseholder or occupier. However, It is the duty of your managing agents to provide this information.</p>
<p>Full details of any contractors of service providers you want to keep, including <b>copy contracts</b> for our records (where applicable)</p>	<p>It is the duty of your managing agents to provide this information.           The appropriate length of notice should be given to any contractors or service providers intending to be suspended. This should end on the last date of management with your current agents. In a worse case scenario, we can look at expenditure provided to ascertain service providers without the need for physical contract copies. This is possible but tends to take us a little longer to piece together.</p>
<p>Bank reconciliations &amp; up to date <b>bank statements</b>.</p>	<p>It is the duty of your managing agents to provide this information.</p>
<p>A list of <b>lessees paying service charges via Direct Debit</b>. (if possible, but not essential)</p>	<p>It is the duty of your managing agents to provide this information.           In any case, we can use the leaseholders statements and account records to piece this together.</p>
<p>Copies of <b>contractor invoices not yet paid</b></p>	<p>It is the duty of your managing agents to provide this information.           In some cases, the current agents will follow ARMA member guidance and withhold a small amount of service charges to cover these belated invoices still to be received. Usually for a period of up to 6 months. This is usual practice, although subject to board discretion.</p>
<p>A copy of the most up to date <b>Fire Risk Assessment report</b>.</p>	<p>It is the duty of your managing agents to provide this information.           We will need to arrange for one to be carried out to comply with legislation where a copy is not available.</p>
<p>A copy of the most up to date Asbestos <b>Survey report</b>.</p>	<p>It is the duty of your managing agents to provide this information.           We will need to arrange for one to be carried out to comply with legislation where a copy is not available.</p>
<p>The service charge <b>funds</b></p>	<p>We will require all held funds to be transferred to us at the effective handover date. In collecting service charges or in holding sinking funds or reserve accounts, the persons responsible for management holds the leaseholders' money for purposes of future expenditure to their benefit - in other words, acting as trustee for the funds. Section 42 of the Landlord &amp; Tenant Act 1987 requires that, where leaseholders are required under the terms of their leases to contribute towards the same costs, the monies must be held in one or more accounts, and be held in a trust. We will therefore arrange for an appropriate trust account to be opened for the purpose of this transfer.</p>

A list of **open and/or live disputes** if any, including confirmation of last known major works cycle. I.e.. internal or external redecorations including any copy capital plans or schedules which are available.

It is the duty of your managing agents to provide this information.

All reputable agents should follow the ARMA recommended handover requirements, so we know that all data relating to the property, insurance, contracts, contractors, the lessees, legal issues, accounting, staff, health & safety and company information are accurately received and processed on handover. After 3 months from handover, if we are not satisfied with the handover information received from your current agents, we can make an official complaint to ARMA or the Ombudsman. Your current agents are obligated to pass over all information related to the property. However, with a little as a copy lease and a list of owners we can get started.