



Leaseholder Guide to Rights and Responsibilities

The purpose of this document is to provide for information, a summary of the Lessee's rights and responsibilities. This document does not replace the legally binding contract between a Lessee and Doncaster Metropolitan Borough Council. It is therefore recommended that independent legal advice be sought prior to entering into such an agreement.

Rights and responsibilities

This section sets out a summary of the basic rights and duties of the council, as freeholder, and yourself as owner of a leasehold flat. Your lease will give you the exact details.

The Council's responsibilities

The council has a duty to:

- keep in repair the structure, exterior and common parts of the building, including drains and external pipes
- keep the building insured to the full cost of reinstatement
- manage your block or estate in a proper and reasonable manner
- provide an itemised invoice of Service Charges by the end of July showing actual costs for services to your block over the previous year, and how much you need to pay
- consult with leaseholders before carrying out expensive works to the building

St. Leger Homes of Doncaster, on behalf of the Council, also has the right:

- of entry – to carry out its duty to keep in repair, to carry out improvements, or to inspect (having given reasonable notice, unless in an emergency)
- to rebuild, restrict or develop any part of the block, estate or neighbouring land

The leaseholder's responsibilities

As a leaseholder you have a duty:

- to pay Ground Rent, the Service Charge and major works costs
- not to make structural alterations or additions, including new windows, without the St. Leger Homes of Doncaster's permission

- to advise the St. Leger Homes of Doncaster of any transfer of lease, mortgage, or sublet
- to carry out a gas service every 12 months, which must be carried out by a GasSafe registered contractor, and produce maintenance certificate to St. Leger Homes of Doncaster
- to keep the flat in good repair
- to observe all the terms and regulations set out in your lease
- to send a copy of any Notice affecting the property to St. Leger Homes of Doncaster
- not to do anything which may be a nuisance to residents or cause damage to any part of the building
- not to play loud music which annoys neighbours

You also have the right:

- to information on the Service Charge and the money spent on your block of flats
- to be consulted on expensive works, and long-term contracts that affect the building
- to dispute any service charges you deem as being unreasonable
- to apply to the Leasehold Valuation Tribunal (LVT) for independent advice and assistance

Useful Contact Details

Leasehold Advice Team:..... 01302 736381

St. Leger Homes
Assets, Planning & Investment
Stanley House
18 Tickhill Road
Balby
Doncaster
DN4 8QE

E-mail: leaseholder@legerhomes.co.uk

Please telephone us first to make sure of an appointment

Capital Investment Team:.....0800 180 4478

St. Leger Homes
18 Tickhill Road
Balby
Doncaster
DN4 8QE

E-mail: decenthomes@stlegerhomes.co.uk

Repairs Contact Centre (St. Leger Homes) ...Freephone ... 0808 126 3123

Area Housing Offices:-

Adwick Town Hall 01302 734145

Windmill Balk Lane
Adwick-le-Street
Doncaster
DN6 7AN

The Council House..... 01302 862298

College Road
Doncaster
DN1 3SZ

Conisbrough Office..... 01302 736528

62 Church Street
Conisbrough
Doncaster
DN12 3JJ

Mexborough Office..... 01302 736528

Main Street
Mexborough
S64 9LU

McConnell Crescent.....01302 734196
Rossington
Doncaster
DN11 0PN

Stainforth Office01302 734102
Emmerson Avenue
Stainforth
Doncaster
DN7 5QG

Thorne Office01302 735831
Bridge Street
Thorne
Doncaster
DN8 5QG

Insurance Claims:

Insurance Team01302 736997
Doncaster Metropolitan Borough Council
The Council House
College Road
Doncaster
DN1 3SZ
E-mail: Insurance@doncaster.gov.uk

Citizens Advice Bureau (CAB)01302 735225
The Guildhall Advice Centre
Old Guildhall Yard French Gate
Doncaster
DN1 1QW

Leasehold Advisory Service (LEASE)0207 374 5380
31 Worship Street **or 0845 345 1993**
London
EC2A 2DX
E-mail: info@lease-advice.org
www.lease-advice.org

Leasehold Valuation Tribunal: 0845 100 2614
Residential Property Tribunal Service
1st Floor, 5 New York Street
Piccadilly
Manchester
M1 4JB
www.rpts.gov.uk