

LICENCE TO ALTER / LEASEHOLDER WORKS CONSENT APPLICATION FORM FOR APARTMENTS IN INSERT ADDRESS	
Section A	To be completed by Applicant / Lessee
Name of Lessee:	
Apartment Number:	
Lessee Contact Details: (address, tel, email)	
Name of Freeholder / Landlord:	
Lease Available (Y/N): (if Yes provide summary detail)	
Description of Alteration Works: Attach additional details if available	
Anticipated Programme:	
Lessee Team (if known): i.e. contractor, architect, surveyor etc Attach details if not sufficient room to list all team	
Drawings, Specification, Schedule of Work Available (Y/N) If Yes provide details with this application If No, has sufficient information been provided to allow application to be considered?	
Lessee Solicitor Details:	
Signed:
On behalf of Lessee:
Dated:

Please submit this application together with all and any supporting information**INSERT NAME**
 Property Management, **INSERT ADDRESS**

LICENCE TO ALTER / LEASEHOLDER WORKS CONSENT APPLICATION FORM FOR APARTMENTS IN INSERT ADDRESS	
Section B	To be completed by Property Manager
Date Application Received:	
Check Completed (Y/N): i.e. Lease, contact details etc match Preside records	
Sufficient Information Received (Y/N):	
Freeholder / Landlord informed of Application (Y/N):	
Undertaking of costs received from Lessee / Lessee Solicitor (Y/N): Note: Application cannot proceed until undertaking received	
Are there Block Requirements in addition to Lease requirements (Y/N): (If Yes give details & advise Leaseholder)	
Is Formal Consent Required? Is a Licence To Alter Required?	
Surveyor Appointed On Behalf of Landlord (Y/N): (If Yes please provide details)	
Security Deposit Required (Y/N): (If Yes please provide amount (£))	
Landlord Solicitor Details:	
Signed:
On behalf of Property Mngt Co:
Dated:

Please submit this application together with all and any supporting information**INSERT NAME**
 Property Management, **INSERT ADDRESS**