Leasehold management – getting to grips with the basics

Tuesday 27 September 2011 thestudio, Birmingham

PROGRAMME		
09.30 – 10.00	Registration and refreshments	
10.00 – 10:05	Introduction to the day	Jackie Dickins Associate HQN
10.05 – 10.30	Setting the scene: The basic premise – the lease, the leaseholder, shared ownership, RTB, RTA, leaseholder/tenant differences	Jackie Dickins Associate HQN
10.30 – 11.30	Finance explained: Service charges, management fees, ground rents, sinking funds	Steve Wood Director (Finance Services) HQN
11.30 – 11.45	Tea/coffee break	
11.45 – 12.45	The legislation: The practical guide to the legislation – covering the lease, S20, rights and obligations, disputes, the LVT	Stephen Crossick and Claire Prince Partners JPC Law
12.45 – 13.45	Lunch	
13.45 – 14.45	Managing your operation: Major works, S20 consultation, repairs, managing agents, service charge administration	Jackie Dickins Associate HQN
14.45 – 15.00	Tea/coffee break	
15.00 – 15:50	Communicating with your leaseholders: Engaging with different types of leaseholders, sub-letting, sales and resales	Jackie Dickins Associate HQN
15.50 – 16:00	Summary of the workshop: Re-cap of the issues, final Q&A opportunity	Jackie Dickins Associate HQN
16.00	Close	

