

# Ordering a Leasehold Information Pack

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What happens	How long
<p>The seller fills out the TA7 Leasehold Information form (supplied by the seller's solicitor on instruction)</p> <p><i>(Top tip: make sure the seller completes their property forms ASAP after)</i></p>	<p>At Seller's discretion when they complete the form as they need their solicitor to send it to them - it is normally completed 7 days after the seller instructs their solicitor</p>
<p>TA7 form is sent back to the seller's solicitor by post.</p> <p><i>(Scan and email for speed)</i></p>	3 days
<p>Seller's solicitor uses the details of the Freeholder/Managing Agent in the TA7 to write to them and request their fee for providing the leasehold information pack.</p> <p><i>(For speed the seller could pay the freeholder/managing agent direct – some only accept cheques)</i></p>	3 days
<p>The Freeholder/Managing Agent replies to the seller's solicitor by letter confirming the price.</p>	3 days
<p>The seller's solicitor requests payment for the leasehold information pack from the seller.</p> <p><i>(For speed the seller could pay their solicitor by debit or credit card)</i></p>	3 days
<p>The seller's solicitor issues a cheque and the LPE1 form to the Freeholder/Managing Agent</p>	3 days
<p>The Freeholder/Managing Agent completes the LPE1 form and provides:</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• 3 years accounts;</li> <li>• Major works planned for the property;</li> <li>• Ground rent receipts;</li> <li>• Reservation sink fund;</li> <li>• Service charge accounts;</li> <li>• Asbestos report; and</li> <li>• Fire safety report;</li> </ul> <p><i>(Call the Freeholder/Managing Agent to speed up the process)</i></p>	7 days
<p>The completed LPE1 form along with supporting documents are sent to the solicitor by post by the Freeholder/Management Company.</p>	3 days
<p><b>Estimated time to get leasehold information pack</b></p> <p><i>(Time can be saved by the seller ordering the information direct with the Freeholder/Managing Agent)</i></p>	<p><b>32 days</b></p> <p><i>(over 4 weeks)</i></p>

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