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Selling a Leasehold Property

Prepare charges, management documents and lease information early.

Read the lease details

Confirm the lease length and who manages the building. Ask your conveyancer whether you need to consider lease extension before marketing or disclose restrictions affecting use or alterations.

Request management information early

The buyer’s solicitor may need service-charge accounts, building insurance, planned-works information, ground rent demands, compliance certificates and replies from the managing agent or freeholder. Find out expected fees and response times.

Resolve outstanding issues

Discuss unpaid service charges, disputes, alterations without consent, subletting restrictions and proposed major works with your conveyancer. These can become conditions of the buyer’s mortgage or enquiries.

Set the right expectations

Explain regular costs accurately, including what they cover. If you know the service charge may rise or major works are coming, ask for advice on making that clear before accepting an offer.

Keep the chain informed

Leasehold documents can slow an otherwise simple sale. Record when packs are requested, who is responsible and the best contact for follow-up.

FIVE QUESTIONS TO ASK

☐ What is the current lease term?

☐ What are the latest actual charges?

☐ Are major works expected?

☐ Is the management pack ordered?

☐ Are any consents missing?

COMMON MISTAKES TO AVOID

- Quoting last year’s service charge as current
- Ignoring lease restrictions
- Discovering late that required documents take weeks

TRUSTED SOURCES

https://www.gov.uk/government/publications/buying-or-owning-a-leasehold-property/buying-or-owning-a-leasehold-home

https://www.lawsociety.org.uk/topics/property/ta6-6th-edition

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