

## **Leasehold Management**

Blackpool Coastal Housing is the managing agent for all Council owned housing stock including flats and maisonettes purchased by Leaseholders.

- Produce a leaseholder handbook in plain English, which we will provide to all new leaseholders. We will review and update the handbook on a regular basis and reissue updated handbooks and make updates and amendments available on our website.
- Send Leaseholders newsletters twice a year.
- Send out estimated service charge bills for each financial year in April, together with a schedule of how the charges have been calculated.
- Send a finalised bill and schedule of the actual service charge costs for the previous financial year in October.
- Consult with Leaseholders who live in a block, which is undergoing planned improvements, and provide you with details of the improvement works and estimated costs.