

Leaseholder & Freeholder Options for Residents of Woodberry Down

Version 3: Approved by Cabinet 23 July 2007



Contact the Woodberry Down Regeneration Team on:
Freephone: 0800 694 2109
Address: 151 Woodberry Grove N4 2SB
Open for Appointments: 10am - 4pm

Foreword

Councillor Jamie Carswell
Deputy Mayor London Borough of Hackney

The Woodberry Down Leaseholder and Freeholder Document

July 2007



This document is the result of partnership working between residents from the Estate Development Committee and Hackney Homes. The partnership with residents has allowed us to appreciate fully the root cause of issues that concern leaseholders and freeholders. This approach has meant the working group has been able to tackle issues from a fresh perspective and develop policy that can make a real difference. I strongly feel that the partnership has considerably improved the quality of this offer document, producing a range of options that puts Hackney at the forefront of regeneration thinking. This really is a tribute to the work the EDC carry out for the residents of Woodberry Down.

I hope this document provides clear guidance on the support and assistance that is offered to leaseholders and freeholders by Hackney Homes and the Council during the regeneration, making the process less daunting. Moving home is difficult at the best of times but during a regeneration scheme it can become even more complex and bureaucratic.

I fully appreciate the difficult situation leaseholders and freeholders face during the regeneration of Woodberry Down. Leaseholders are an important element in the fabric of a community and are people who have bought a stake in a locality making a commitment to a neighbourhood and a Borough. I am glad that the options developed will provide leaseholders and freeholders with the opportunity to remain in the area if they so choose.

At the start of this process I asked for a set of options to be developed that offered a choice of solutions to meet the needs of all leaseholders. We realise no two cases are exactly the same and that people rightly have differing needs and expectations. I think this has been achieved and I hope this document does just that making the situation less daunting and meeting your expectations.

A handwritten signature in black ink that reads "Jamie Carswell". The signature is written in a cursive style with a long horizontal stroke at the end.

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1.0 Introduction

The Offer to Leaseholders and Freeholders of Woodberry Down

This document refers to the remaining leaseholders and freeholders in the following blocks – Dean House, Duffield House, Oakend House, Sherwood House, Horston House, Pewsham House, 5 to 23 & 25 to 55 Newnton Close.

Leaseholders in the remaining blocks will be rehoused under the terms and conditions of the Housing Association or Community Based Housing Association (CBHA) that Woodberry Down will be transferred to in 2010. It is anticipated that this set of conditions will be included from 2010 onwards.



This document provides leaseholders and freeholders with detailed information on the offers available during the regeneration scheme. The document provides comprehensive information on the process leaseholders will face when Hackney Homes negotiates with you to repurchase your home.

Hackney Homes, as agents for the London Borough of Hackney, understands that the repurchase of your home is likely to be a worrying and upsetting time. This document provides a step-by-step guide to the issues you could potentially face during the repurchasing process and aims to provide you with all of the information you will need to help you.

The Woodberry Down Regeneration Team is available by appointment between 10.00am and 4.00pm Monday - Friday. Meetings outside of these hours can be arranged if these times are not suitable for you.

If it is more convenient a home visit can be arranged by appointment. Please contact the Regeneration Team on the number listed below.

Our contact details are Freephone 0800 694 2109 or you can visit 151 Woodberry Grove, London, N4 2SB. The Woodberry Down Regeneration Team also have a website which can be viewed by visiting www.hackneyhomes.org.uk/woodberrydown

If you feel that you need an interpreter to help with translation please provide advanced warning so we can arrange for an interpreter to be present during your meeting.

2.0 Part 1: The Repurchasing Process - A Step by Step Guide

2.1 Consultation Process and Public Meetings

Before homes can be repurchased a comprehensive information sharing process has to be undertaken. Residents of individual blocks or streets will be informed of a meeting to discuss the process and advise residents of the aims and objectives of the regeneration process, and to discuss how leaseholders and freeholders will be affected. Officers will fully explain the options available for leaseholders and freeholders and the assistance and support that can be provided by the Woodberry Down Regeneration Team.

The officers will also explain the next steps such as the process to secure the necessary Council approval to commence the repurchase of leasehold and freehold interests.

2.2 Cabinet

The Woodberry Down Regeneration Team will produce a report which is sent to the Cabinet of Hackney Council, this is the appointed body of Hackney Council that makes key decisions on policy issues such as regeneration and Compulsory Purchase Orders (CPO). The Cabinet will make a decision based on the advice of officers and the results of the consultation. The decision then becomes Council policy, giving authority for the repurchase of homes. Residents are then notified of the decision by letter. Individual negotiations with leaseholders and freeholders can then commence.

2.3 Starting the negotiation process

Each leaseholder or freeholder will be assigned a named officer who will be responsible for your rehousing. The officer is there to provide you with all of the assistance, support and advice that you need. Hackney Homes will always try to negotiate a settlement with leaseholders without the need for CPO.

The CPO is always the last resort if negotiations fail.

2.4 Assessment

Each leaseholder and freeholder will be invited for a private one-to-one meeting with your allocated officer to discuss your case and to answer any concerns that you may have about the process.

The aim of the assessment is to give clear information about what leaseholders and freeholders can expect when asked to move from their homes as part of the regeneration of Woodberry Down. Hackney Homes is determined that all residents are treated fairly and equally, have confidence in the rehousing process, and receive a high level of service from members of the Woodberry Down Regeneration Team.

2.5 Valuation Process

If you would like your property to be valued please contact the Woodberry Down Regeneration Team freephone 0800 694 2109. We will then organise a Council surveyor to visit you and carry out the valuation. The surveyor will then send you written notification of the market value of your property and how much Homeloss and Disturbance Payments you are entitled. If you disagree with your valuation you can obtain your own valuation completed by an independent chartered surveyor. This will then involve a negotiation between your valuer and the Council's surveyor. The Council will pay the 2% of property value that independent chartered surveyors normally charge, you can obtain an independent chartered surveyor from the Royal Institute of Chartered Surveyors. Their web site is www.rics.org and their telephone number is 0870 333 1600.

The factors taken into account to reach a valuation on a properties market value

The valuation is carried out by a qualified chartered surveyor. The valuer considers the following matters in assessing the market price of the property: the internal condition, any internal improvements to the property such as new bathrooms and kitchens, the location of the property and amenities within the area such as transport links, shops and services. The chartered surveyor will also analyse the housing market in the immediate area to measure the market value of the property. Comparable evidence of recent sale prices obtained from the Land Registry is also used as comparable data in reaching the market value.

2.6 Market Value

The Council's offer will include a sum for market value. This is what is perceived by Council surveyors to be the true market value of your home. The market value will be based on the fundamental principle of equivalence: that the owner should not be better off (or worse off) than before the regeneration proposals.

The definition of a fair market value as described by the government department responsible for housing policy and legislation, Department for Communities and Local Government (DCLG), is the price at which the property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of relevant facts.

What to do if you do not agree with the Council's valuation

As mentioned in the valuation process Hackney Homes and the Council strongly recommend that you obtain detailed advice from an independent chartered surveyor. The surveyor will be able to confirm if the Council's valuation is reasonable or not. If your valuer does not agree with the Council's valuation there may be a negotiation between the two surveyors. If they cannot agree upon a valuation leaseholders and freeholders can appeal to the Lands Tribunal.

The Lands Tribunal is an independent judicial body set up by the Government to resolve disputes concerning land issues.

The tribunal has the powers of a court of law, and if an appeal is necessary the decision lies with the Court of Appeal. Cases are usually heard by a single member, but they may be heard by two members (where substantial issues of both law and valuation arise, a lawyer and a valuer) or, in exceptional cases, by three members. The decision of the Lands Tribunal and if necessary the Court of Appeal is final. The value agreed by the tribunal is the value you would receive for your home, and this could be higher or lower than what the Council was offering.

Leaseholders and freeholders should be aware that the Lands Tribunal determines who should pay the costs for the tribunal. This cost can be charged to you personally in some cases. Leaseholders and freeholders are strongly advised to seek legal advice before taking this course of action.

3.0 The Compulsory Purchase Order (CPO) Process

How Does the Compulsory Purchase Order Process Work?

The Initial Process

The Council proposes that the land should be acquired for some particular purpose or scheme. The Cabinet considers the proposed acquisition and determines whether to seek CPO powers.

Leaseholders are first served with a Section 16 requisition notice advising of the Council's intention to purchase their properties. This notice is a legal document and leaseholders or freeholders **must** complete the document detailing their interest in the property on Woodberry Down and also detail who else has an interest in the property which they own/occupy such as the company you hold a mortgage with or a family member who has a share in the property.

The next official notification that you will receive is a copy of the draft CPO and a notice explaining its effects. Leaseholders will be advised at that stage that they can voice their objections to the order and that these objections will be sent to the appropriate government minister. If there are objections there will be an inquiry and an inspector will make a decision on whether or not the order should be confirmed.

The Council will wait to see if there are any objections to the CPO from people with an interest in the land which will be sent to the appropriate government minister (period specified in notice). If there are no objections, the authority can confirm the order. This means if there are no objectors the Council can begin negotiations with leaseholders and complete the purchase of properties.

If leaseholders do object to the CPO we then move to.

The Pre Inquiry Phase

The Council will then publish press notices for two successive weeks in one or more of the local newspapers and will serve notice on every person with an interest in the land, stating the effect of the CPO.

The Council and the objectors await a letter from the government minister informing them of whether an inquiry is needed. The date of the letter is known as the **relevant date**. The Council will then open negotiations with objectors.

The Council serve a 'Statement of Case' on objectors and the appropriate government minister. This sets out the full particulars of the case to be put forward at the inquiry and justifies the reasons for making the CPO.

No later than 6 weeks after the relevant date, and at least 28 days before the commencement of the inquiry, the Council will post site notices advertising the details of the inquiry. The Council must also publish press notices in one or more of the local newspapers.

The Public Inquiry Phase

Once the public inquiry has concluded, within 22 weeks of the relevant date, the inspector will make a judgment. The confirmed decision is published in one or more of the local newspapers. If the process is agreed a copy of the notice and a copy of the confirmed CPO must be served on all people with interest in the land. This must be completed as soon as possible after the decision.

All parties must wait for any application to the High Court by aggrieved objectors. This must be completed within 6 weeks of the confirmation of order by the inspector. If there are no objectors the process can begin.

4.0 Part 2: Entitlement for all Leaseholders and Freeholders

As leaseholders or freeholders with a property that Hackney Homes wants to buy back you should not have to incur any costs because of the process.

4.1 Homeloss Payment

A Homeloss Payment is additional compensation that you are entitled to if you are forced to leave your home in certain circumstances such as a regeneration scheme like Woodberry Down. This payment is in addition to the payment of the market value for your home. It is designed to compensate for the inconvenience, stress and upset caused by the move. **To claim Homeloss you must have lived in your property for one year.**

Resident leaseholders and freeholders are entitled to receive up to 10% of the market value of their home, with a minimum payment of £1,500 and a maximum payment of £44,000.

Non-resident leaseholders and freeholders who let their property are entitled to 7.5% of the market value with a maximum payment of £15,000.

The Homeloss Compensation figure is reviewed annually for both resident and non-resident cases by the DCLG and is up-rated if necessary.

How do I receive a Homeloss Payment?

When Hackney Homes completes the valuation of your home you will receive a valuation letter that clearly sets out the market value of your home. The Council will also detail the level of Homeloss Payment that you are entitled to on top of the market value.

You will need to provide sufficient proof that you have lived in the property for at least a year - for example mortgage statements, Council Tax, bank statements and a utility bill. One of the proofs of residency must be a utility bill for electricity or gas.

The Homeloss Payment is paid at the same time as the market value that you receive for your property.

4.2 Disturbance Payments

Disturbance Payments are another additional payment that you are entitled to as leaseholders and freeholders to compensate you for certain costs because of the regeneration.

How do Disturbance Payments Work?

Leaseholders and freeholders can claim back the cost of items listed below as Disturbance Payments plus the cost of your advice from legal and valuation advisors. The Disturbance Payment can be paid in two ways:

1. A one off payment of £5,000 without the need for Hackney Homes to review the receipts and invoices for the costs you incur. The payment is made at the same time as you receive the market value for your home and the 10% Homeloss Compensation.
2. Leaseholders and freeholders can obtain financial support to make upfront payments by taking receipts to the Regeneration Team on costs associated with moving home. Please contact the Regeneration Team on Freephone 0800 694 2109 who will be able to assist you with financial support*

*If you require help in making upfront payments it is important to get a receipt or pro-forma invoice from the companies that you use to carry out the work. We strongly recommend that you use reputable companies which provide genuine receipts and invoices.

- Preferably VAT Registered and VAT Number
- On company headed paper
- Contact details
- Company registration details
- Date
- Invoice number
- Description of services provided
- Invoice total

Disturbance costs that you can claim from the Council*

- Removal costs
- Redirecting mail (for 1 year only)
- Carpet alterations
- Curtain alterations
- Disconnection + reconnection cooker
- Disconnection + reconnection of plumbing
- Disconnection and reconnection of services
- Special adaptations of the replacement premises
- Moveable fixtures and fittings
- Incidental costs of acquiring new property
- Special adaptations to replacement properties

Legal / Surveyor Costs

- Surveyors fees arising from the acquisition of a replacement property
- Survey fee and costs in connection with transfer of an existing mortgage or raising a new one
- Solicitor costs for buyback
- Solicitor costs for new property
- Surveyor fees up to 2% of the value of your new property (if applicable)
- Stamp Duty

*If you are unsure about any Disturbance Payments or invoices you receive from suppliers we strongly recommend that you speak to the Woodberry Down Regeneration Team before you make any payment or commitment to a company.

When choosing this option, government guidance is that the claimant shall justify his or her claim. The individual needs to prove that they should be compensated rather than expecting the Council to pay.

5.0 Part 3: Your New Home Options

Many leaseholders or freeholders will wish to make their own arrangements when they have agreed a valuation for their existing property. This is an open market purchase – people who do not need the support of Hackney Homes to find a new home. However, Hackney Homes can offer Shared Ownership or a Leasehold Swap.

New Home Options

1. Open Market Purchase
2. Shared Ownership
3. Leasehold Swap

If you are a leaseholder who requires financial assistance and support please see page 18 for the options listed below and the criteria to determine suitability for this scheme.

- A. Leasehold Swap with Shared Equity
- B. Shared Equity
- C. Private Home Buy
- D. Return to a Tenancy Agreement

5.1 Option 1: Open Market Purchase

- This option is the straightforward buyback of the leasehold or freehold property for the agreed market value
- When leaseholders or freeholders accept the valuation and Homeless and Disturbance Payment, the individual will then make their own arrangements to find suitable accommodation

5.2 Option 2: Shared Ownership

The Council can offer a variety of Shared Ownership schemes in North and East London. Hackney Homes will purchase your existing property at an agreed value. You will then be offered the chance to purchase a percentage of the leasehold of a new housing association property either on Woodberry Down or within properties owned by housing associations in North and East London. You will have the same rights and responsibilities as a full leaseholder but you will pay rent on the proportion of the property that you do not own. After an initial settling in period you will have the right to purchase additional shares in the property right up to full ownership. The more of the property that you purchase the amount of rent you pay decreases.

- The Shared Ownership scheme is a part-buy part-rent scheme.
- Leaseholders will typically pay between 2.5% and 2.75% per annum rental element on the proportion of the property that they do not own (please refer to chart below)
- Leaseholders will have to pay an annual service charge
- Shared Ownership leaseholders have the normal rights and responsibilities of a full owner-occupier
- Leaseholders and freeholders have the right to increase the percentage of the property they own up to full ownership of the property
- Major works / planned maintenance costs in accordance with the lease
- Potential for leaseholders and freeholders to be bought out before new properties are ready and then retain an existing property on Woodberry Down on a licence agreement from Hackney Homes until completion of new property

*** Please view Appendix A, page 28 for Shared Ownership working diagram.**

Worked example of a Shared Ownership scheme by Circle Anglia Green Lanes Development *

Market Value	% Share	Share purchase price	Monthly rent	Monthly Service charge
£260,000.00 for 2 bed	25%	£65,000.00	£446.88	£94.04
	50%	£130,000.00	£297.92	£94.04
	75%	£195,000.00	£148.96	£94.04
£305,000.00 for 3 bed	25%	£76,250.00	£524.22	£97.58
	50%	£152,500.00	£349.48	£97.58
	75%	£228,750.00	£174.74	£97.58

*The above scheme is based on a similar development that Circle Anglia operated in Green Lanes. The prices are based on the actual market value of the properties in the summer of 2006. Woodberry Down residents will be offered a similar scheme but market values could change. This chart should only be used as an indication of likely costs.

5.3 Option 3: Leasehold Swap

A Leasehold Swap is when Hackney Homes tries to find you a Hackney Homes property of a similar value. We will swap your remaining lease to the new property. We will carry out a full valuation process on both properties and work out a detailed arrangement if there is any cost deficit or excess.

- The leaseholders existing property is valued by the Council
- The leaseholder then selects an existing Hackney Homes property of a similar size from the leasehold swap property stock
- The property is then valued by the Council and agreed with the buyer
- At the point of sale the market value of the property is agreed by both parties
- Leaseholder is notified of estimated annual service charge
- Annual service charge will be payable at the required level for the block/ estate
- Hackney Homes will endeavour to ensure that all properties offered for Leasehold Swap meet Decent Homes Standard with a no major works recharge clause (for a period of time to be determined)
- Planned maintenance to be charged as per terms and conditions of the lease
- The length and terms of the lease will replicate your existing arrangement
- Leaseholders will have the normal rights and responsibilities of a full owner-occupier

*** Please view Appendix B, page 29 for Leasehold Swap working diagram.**

5.3.1 Options for leaseholders who require assistance and support

Hackney Homes realises that not all leaseholders will be able to afford a new home without support. Hackney Homes is anxious to assist where necessary. Hackney Homes has developed a process in conjunction with residents to ensure that leaseholders who need help get the optimum level of support they need. The criteria for assessing if individual cases of leaseholders or freeholders need assistance and support is listed below.

- The leaseholder/freeholder must have been exclusively resident in their property for the previous 365 days

plus

- The leaseholder/freeholder must not own any other leasehold or freehold interests in the UK or abroad, nor have owned these at anytime since 26th February 2007

plus

- Leaseholders who do not have sufficient funds, including the sale proceeds of their previous home when repurchased by the Council* and cannot therefore borrow sufficient funds through a mortgage to purchase a reasonable equivalent home on the open market.

*It is expected that the majority of the Homeless Compensation Payment is included, unless the leaseholder can display a reasonable need for a proportion of the money to be used in relation to the cost of moving home. For example, the need for replacement furniture or replacement home appliances.

5.4 Option A: Leasehold Swap with Shared Equity

A Leasehold Swap is when Hackney Homes tries to find you a Hackney Homes property of a similar value. The Council will swap your remaining lease to the new property. We will carry out a full valuation process on both properties and work out a detailed arrangement if there is any cost deficit or excess.

- The leaseholders existing property is valued by the Council
- The leaseholder then selects an existing Hackney Homes property of a similar size from the Leasehold Swap property stock
- The property is then valued by the Council and agreed with the buyer
- If a difference in value occurs, Shared Equity can be offered on this portion of the property value
- The leaseholder is expected to include 100% of the equity from their existing home including Homeloss into the new home*
- The property is jointly owned by the leaseholder and the London Borough of Hackney, and the percentage of the property owned by each party recorded on the lease
- The leaseholder can increase the proportion of the property they own up to full ownership of the lease
- At the point-of-sale the market value of the property is agreed by both parties
- The leaseholder is notified of estimated annual service charge
- The value of the property is then split according to ownership
- Hackney Homes will endeavour to ensure that all properties offered for Leasehold Swap meet Decent Homes Standard with a no major works recharge clause (for a period of time to be determined)
- If the property does not meet Decent Homes Standard this will be reflected in the market value of the property
- Planned maintenance will be charged as per terms and conditions of the Shared Equity lease
- The leaseholder will have the normal rights and responsibilities of a full owner-occupier
- The annual service charge will be payable at the required level for the block/ estate

*It is expected that the majority of the Homeloss Compensation Payment is included, unless the leaseholder can display a reasonable need for a proportion of the money to be used in relation to the cost of moving home. For example, the need for replacement furniture or replacement home appliances.

*** Please view Appendix C, page 30 for Leasehold Swap with Shared Equity working diagram.**

5.5 Option B: Shared Equity

Circle Anglia, the Registered Social Landlord (RSL) who will be developing the estimated 63 intermediate homes on the Kick Start sites, has offered to assist the relocation of existing leaseholders by using up to half of these units for a Shared Equity scheme - typically at an average of 60% to 70% of the full open market value with no rent paid on the proportion of the property retained by the RSL.

- There is the potential for leaseholders and freeholders to be bought out before new properties are ready and then retain an existing property on a licence from Hackney Homes until completion of the new property
- Shared Equity purchasers will have the normal rights and responsibilities of a full leaseholder
- The leaseholder will have the right to purchase additional stakes in the property up to 100% ownership of the property
- No rent to be paid on the proportion on the property retained by Circle Anglia
- The leaseholders and freeholders are expected to invest 100% of the equity of their existing home and the Homeloss Payment *
- The leaseholder will pay an annual service charge, the majority of which will be placed into a sinking fund to meet the costs of future cyclical, planned and major works

*It is expected that the majority of the Homeloss Compensation Payment is included, unless the leaseholder can display a reasonable need for a proportion of the money to be used in relation to the cost of moving home. For example, the need for replacement furniture or replacement home appliances.

Intermediate Housing Products outside of Hackney

If a leaseholder would like to explore the possibility of moving to an intermediate home in a different borough Circle Anglia our intermediate housing partners for the 1st phase of the project will explore all possible intermediate housing options outside of the Borough. Circle Anglia has a number of developments across London and the South East offering a variety of different schemes such as Shared Equity, Shared Ownership and Homebuy Schemes.

* Please view Appendix D, page 31, for Shared Equity working diagram.

5.6 Option C: Private Home Buy Scheme

Private Home buy allows leaseholders to purchase a property on the open market. Leaseholders will be able to secure an interest free equity loan up to the value of £35,000 to contribute to the purchase price of a replacement property. The loan is converted into a percentage of the property and the Council will receive the equity value of the percentage of the property when you sell the property or dispose of the lease. Please note that the Council will carry out a full valuation process on both properties and will then work out the level of retained equity on the proportion owned by the Council.

- The maximum equity loan is £35,000
- The scheme is limited to properties within the boundaries of the London Borough of Hackney
- A smaller amount than £35,000 can be borrowed (subject to conditions below)
- Leaseholders wanting financial support notify Hackney Homes that they want to apply for a place on the Homebuy scheme
- The leaseholder then selects a property on the open market
- The new property is then valued by the Council and agreed with the buyer
- The leaseholder is expected to include 100% of the equity from their existing home including homeloss into the new home*
- The property is jointly owned by the leaseholder and London Borough of Hackney the percentage of the property owned by each party recorded on the lease
- The leaseholder does not pay rent on the proportion of the property owned by Hackney Council.
- The leaseholder can staircase or increase the proportion of the property they own up to full ownership of the leasehold
- At the point of sale the market value of the property is agreed by both parties
- The value of the property is then split according to ownership
- On disposal of the property, the property will be valued on the open market and the Council will be repaid the percentage of the original loan represented. The Council will therefore recover at a minimum the value of the loan and if the property value increases a proportionate uplift.

- Leaseholders will have the normal rights and responsibilities of a full owner-occupier.
- Annual Service charge will be payable at the required level for the block / estate (if applicable)

*It is expected that the majority of the Homeloss Compensation Payment is included, unless the leaseholder can display a reasonable need for a proportion of the money to be used in relation to the cost of moving home. For example, the need for replacement furniture or replacement home appliances.

*** Please view Appendix E, page 32, for Private Home Buy working diagram.**

5.7 Option D: Return to Tenancy Agreement

Leaseholders who are considered vulnerable by the Council's lettings policy or housing law can be returned to a Tenancy Agreement if a rehousing solution cannot be found under options A and B.

6.0 Example Cases

Woodberry Down Leaseholders and Freeholders

Hackney Homes and the Woodberry Down Estates Development Committee (EDC), have worked together to produce five examples of the typical situations leaseholders and freeholders on Woodberry Down could find themselves in, prior to Hackney Homes buying back the property.

The examples have been used as a mechanism to evaluate the leasehold and freehold offer made by Hackney Homes. The aim of the test is to ensure all leaseholders and freeholders receive the optimum level of assistance and support during the rehousing process.

The examples are not real cases but have been developed to realistically reflect the situations currently prevalent on Woodberry Down.

Leaseholder 1

A retired leaseholder living in a three bedroom flat aged 70 who has paid off their mortgage. The couple who have a small private pension and a state pension and their income is £12,000pa.

The value of their property is likely to be in the £185,000 to £195,000 price bracket. The leaseholder would also receive 10% Homeloss Payment of £18/19,000 depending on the agreed valuation and a Disturbance Payment of £5,000. An **open market purchase** is possible and they would certainly be suitable for **Leasehold Swap**.

Leaseholder 2

A couple aged 35 with three children aged 5, 8, and 12, who live in a two bedroom leasehold flat. They have a mortgage of £70,000 with 19 years to run on the mortgage. They are unemployed and the mortgage is being paid by benefits.

This property is in the £170,000 to £175,000 valuation. The leaseholder would also receive a Homeloss Payment of over £17,000 and Disturbance Payment of £5,000. This case would depend on a discussion with housing benefits to determine the sustainability of continuing to pay the mortgage. The leaseholder could approach the Council to be assessed for the **assistance and support scheme** which would enable **Leasehold Swap with Shared Equity** or a **Return to a Tenancy Agreement**. It is likely that the leaseholder would be deemed vulnerable and therefore in need of assistance.

Leaseholder 3

A retired couple aged 73 in a one bedroom property. The couple have no mortgage and their income is the state pension only.

The value of the leaseholder's current property is approximately £140,000 to £145,000. The leaseholder would also receive over £14,000 in Homeloss Payments and a Disturbance Payment of £5,000 as the leaseholders own all of the equity within their property an **open market purchase** is possible or a **Leasehold Swap**.

Leaseholder 4

A 30 year old single man living in a two bedroom property with an income of £26,000 and has a mortgage of £100,000 with 20 years remaining.

The value of the current property is between £170,000 to £175,000. The leaseholder would receive 10% Homeloss Payment of approximately £17,000 and a Disturbance Payment of £5,000. The leaseholder could make an **open market purchase** if he retained his existing level of mortgage loan. The leaseholder may also consider utilising his Homeloss Payment to add to the amount of money he has to spend on a new property. The leaseholder may also consider buying into a two bedroom **Shared Ownership property** in the new development. If the leaseholder used all of his equity from his existing home and added his 10% Homeloss Payment he would be able to afford around 75% of a property paying a monthly rent of £148.00.

Leaseholder 5

A couple with the husband in work aged 52, and the wife not working. They have an income of £33,000pa. They have two children aged 8 and 10. They have borrowed extra money on their three bedroom property after taking out the original mortgage and now owe £65,000 with 15 years left to run on the mortgage.

The leaseholders existing property is worth approximately £190,000 to £195,000. The leaseholder would receive a 10% Homeloss Payment of over £19,000 and a Disturbance Payment of £5000. The leaseholder would be suitable for a **Leasehold Swap** if they can continue with the existing mortgage arrangement or an **open market purchase**. If this is not possible and the leaseholder can demonstrate that they cannot obtain a new mortgage they will be considered for the **support and assistance package for leaseholders** which would mean a **Leasehold Swap with Shared Equity** or the **Return to Tenancy Agreement**.

7.0**To obtain further information or independent advice**

Hackney Homes is keen to work closely with all parties affected by the proposed CPO.

Hackney Homes hopes that it will be able to address and allay any concerns that you may have in relation to the proposed CPO.

If you would like to get more information about this process and how it affects you please contact Andrew Sissons or Meg Page at the Woodberry Down Regeneration Team, 151 Woodberry Grove on Freephone 0800 694 2109 or email wdr@hackneyhomes.org.uk

If residents would like to obtain advice that is independent of the Council and Hackney Homes please contact Neal Purvis or Clive Burrows of FIRST CALL at 93 Woodberry Grove or telephone 020 8809 7109. FIRST CALL is the Independent Tenant and Leaseholders Advisers (ITLA) for Woodberry Down residents and they are experienced in dealing with these issues.

You can obtain an independent chartered surveyor from the Royal Institute of Chartered Surveyors. Their web site is www.rics.org and their telephone number is 0870 333 1600.

Further independent advice can be obtained from the Citizens Advice Bureau at 491- 493 Kingsland Rd, London, E8 4AU or telephone number 0870 126 4013.

8.0 Glossary

Cabinet: The Cabinet is the elected body of Council that makes key decisions on policy issues such as regeneration and Compulsory Purchase Orders (CPO).

Compulsory Purchase Order (CPO): A CPO allows certain bodies which need to obtain land or property for purposes such as regeneration, without the consent of the owner.

Confirmation of Order: Once the public inquiry has concluded the inspector will make a judgment. The confirmed decision is published in one or more of the local newspapers. If the process is agreed a copy of the notice and a copy of the confirmed CPO must be served on all people with interest in the land.

Court of Appeal: A court whose jurisdiction is to review decision of lower courts or agencies.

Decent Homes Standard: The Decent Homes Standard aims to provide a minimum standard of housing conditions for all those who are housed in social rented homes - ie. council housing and housing associations.

Department for Communities & Local Government (DCLG): The DCLG is the Government department responsible for housing policy and legislation.

Disturbance Payment: Disturbance Payments are made to compensate for reasonable expenses incurred in moving homes during a regeneration process; for example, removal expenses, cost of altering soft furnishings, reconnecting movable fixtures and fittings, telephone reconnection charges.

Homeless Payment: Homeless Payments are made in recognition of the personal distress and inconvenience suffered by people who are displaced from their homes as a result of compulsory purchase or under other qualifying circumstances.

Land Registry: The body responsible for recording details of land ownership in England and Wales.

Lands Tribunal: The tribunal has the statutory power to deal with various types of dispute involving land or property.

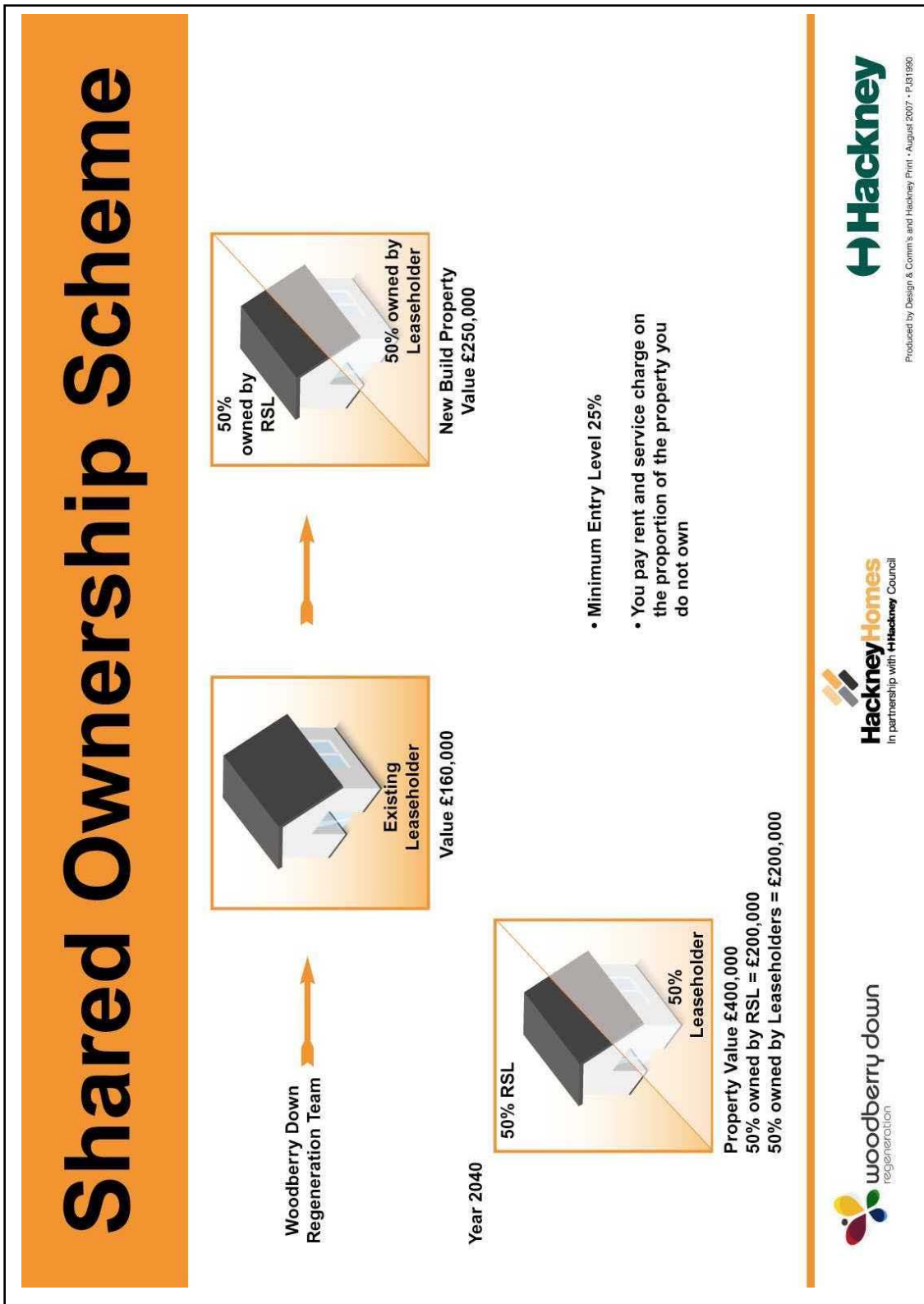
Leasehold Swap: The Council will find the leaseholder a property of similar value and swap the remaining lease to the new property.

Market Value: Is the price that a good or service is offered at, or will fetch, in the marketplace.

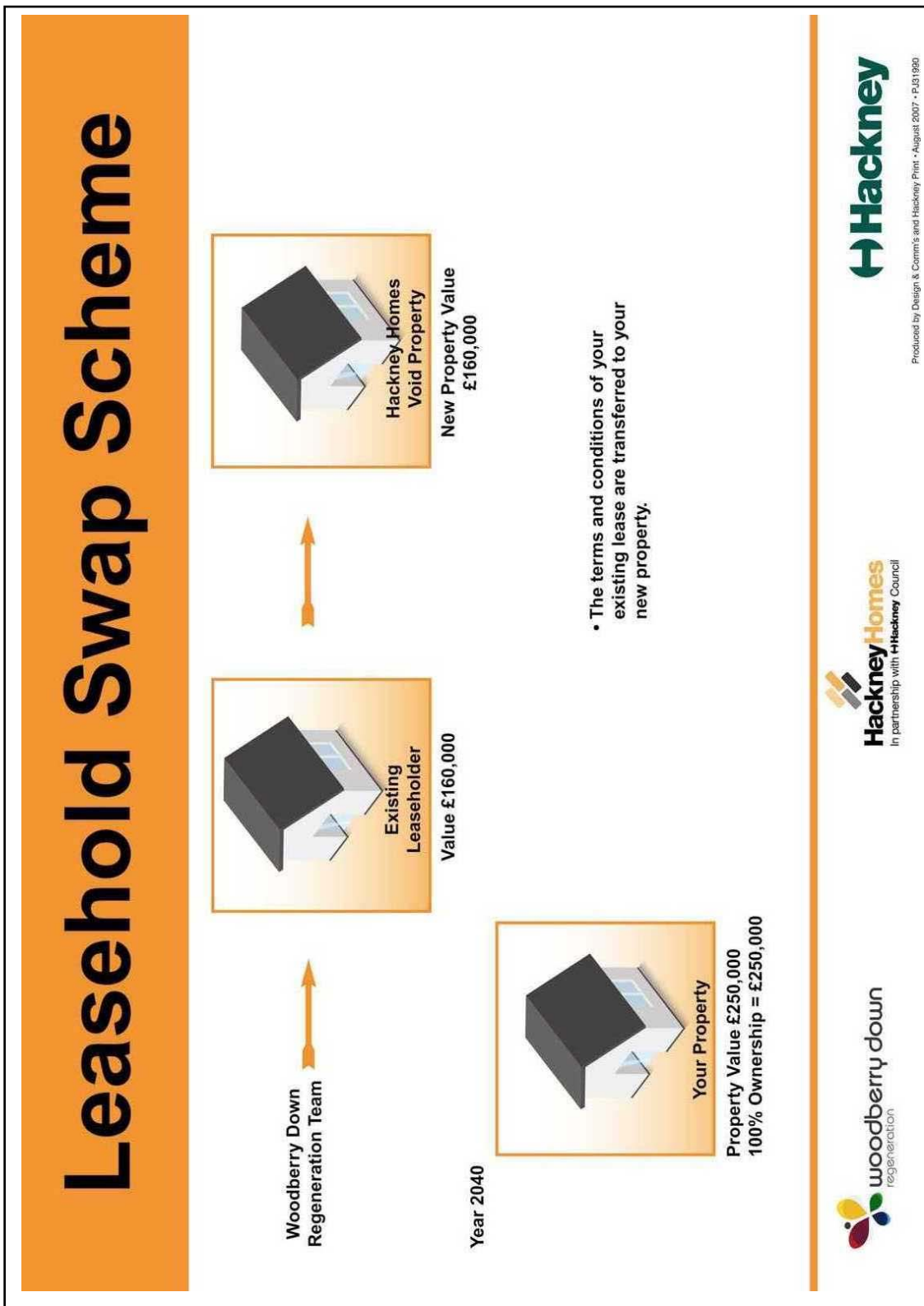
- Open Market Purchase:** Straightforward buyback of the leasehold or freehold property for the agreed market value
- Registered Social Landlord (RSL):** Housing associations or RSL's in the United Kingdom are independent not-for-profit bodies that provide low cost "social housing" for people in housing need.
- Relevant Date:** Letter from government minister informing residents of whether a public enquiry will take place. The date of the letter is known as the 'relevant date'
- Statement of Case:** Council serve a 'Statement of Case' on objectors and the appropriate government minister. This sets out the full particulars of the case to be put forward at the inquiry and justifies the reasons for making the CPO.
- Shared Ownership:** The purchase of a share of a property, and pay rent to the housing association for the remainder. The purchasers monthly outgoings will include repayments on any mortgage you have taken out, plus rent on the part of the property retained by the housing association.
- Shared Equity:** When a housing association offers the option of buying a proportion of the value of the property and rent is not paid on the proportion of the property owned by the RSL. The RSL claims their portion of the property on disposal of the lease.
- Tenancy Agreement:** The contractual terms and conditions between a tenant and landlord.

9.0 Appendix

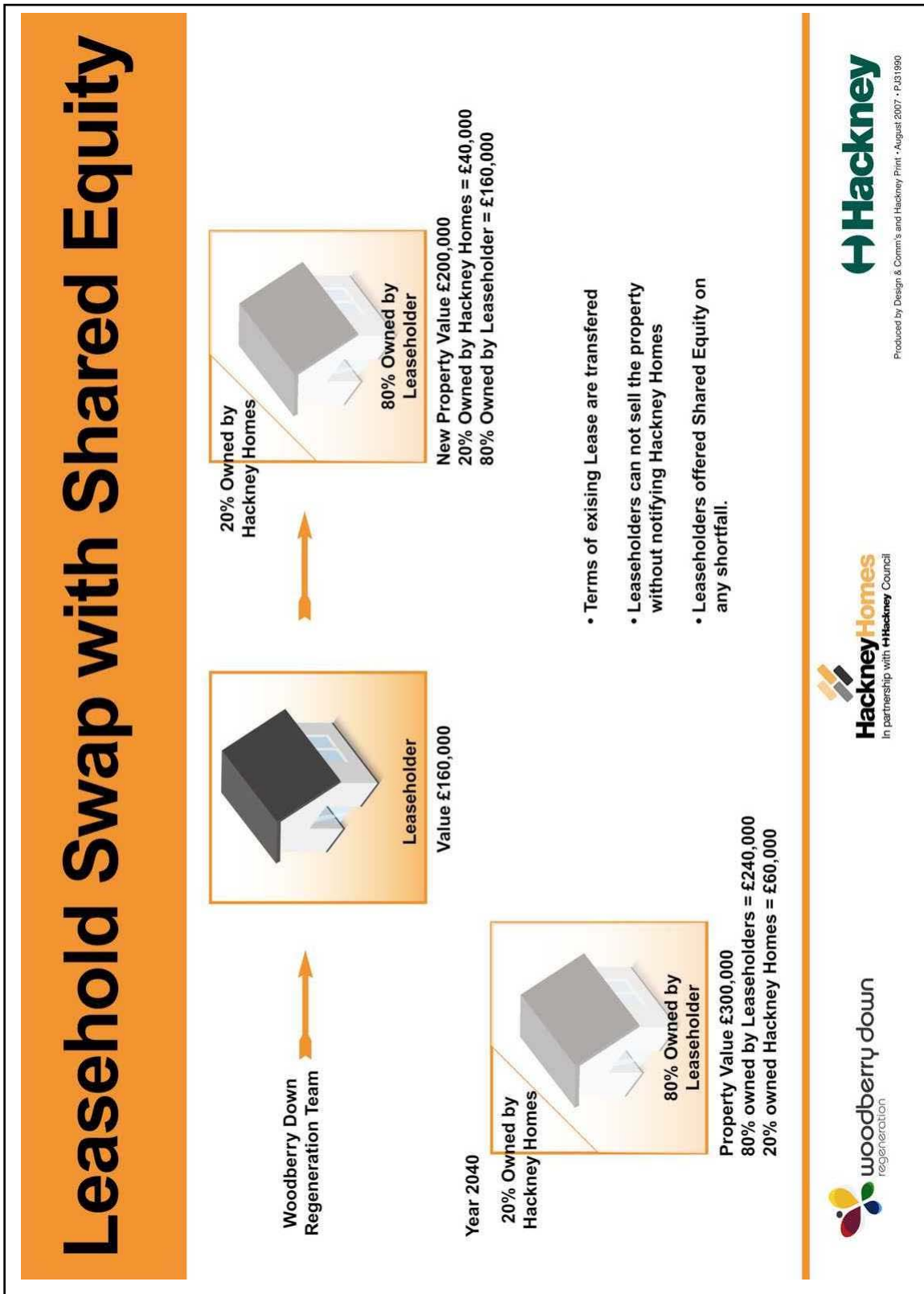
Appendix A.



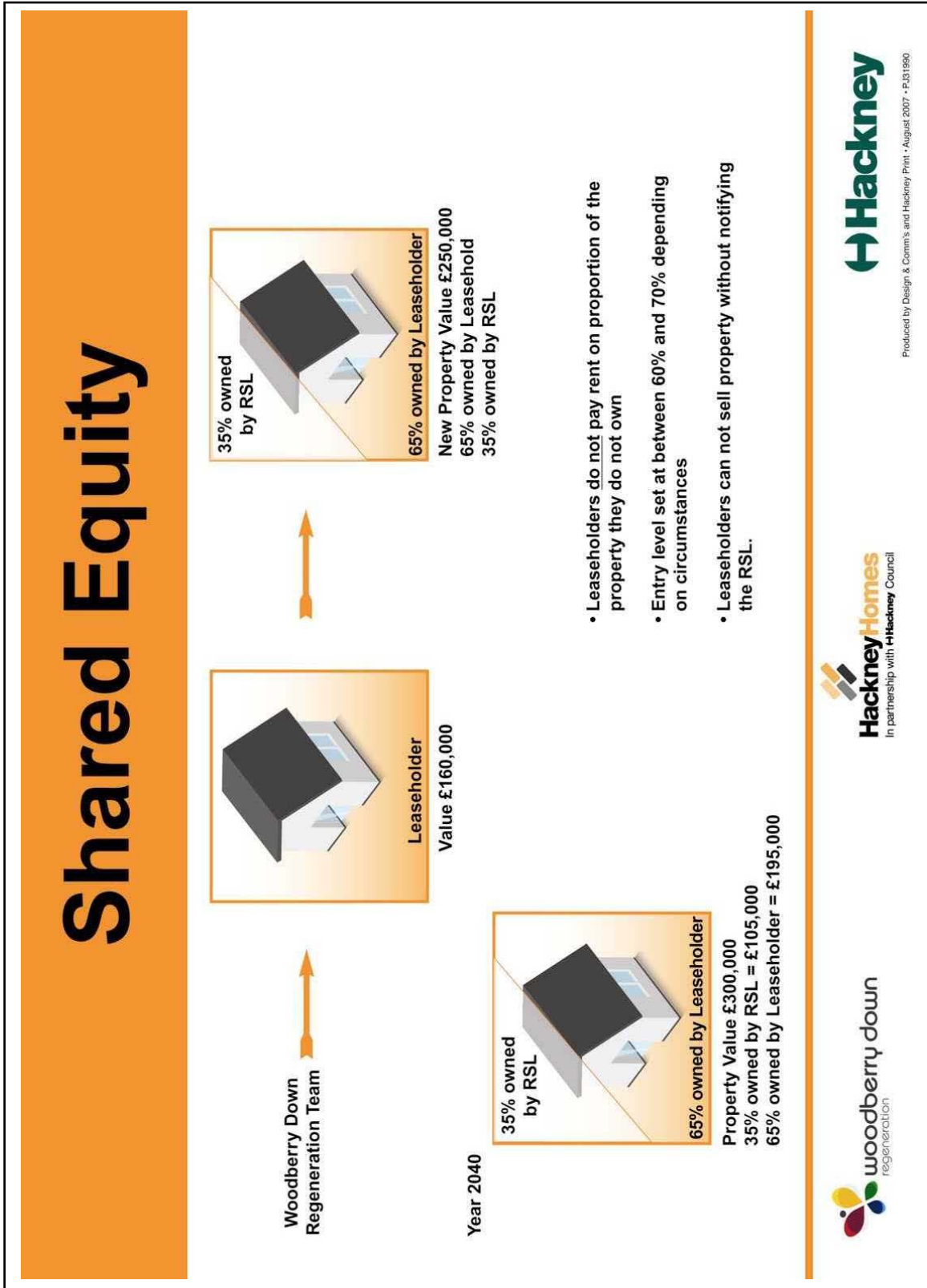
Appendix B.



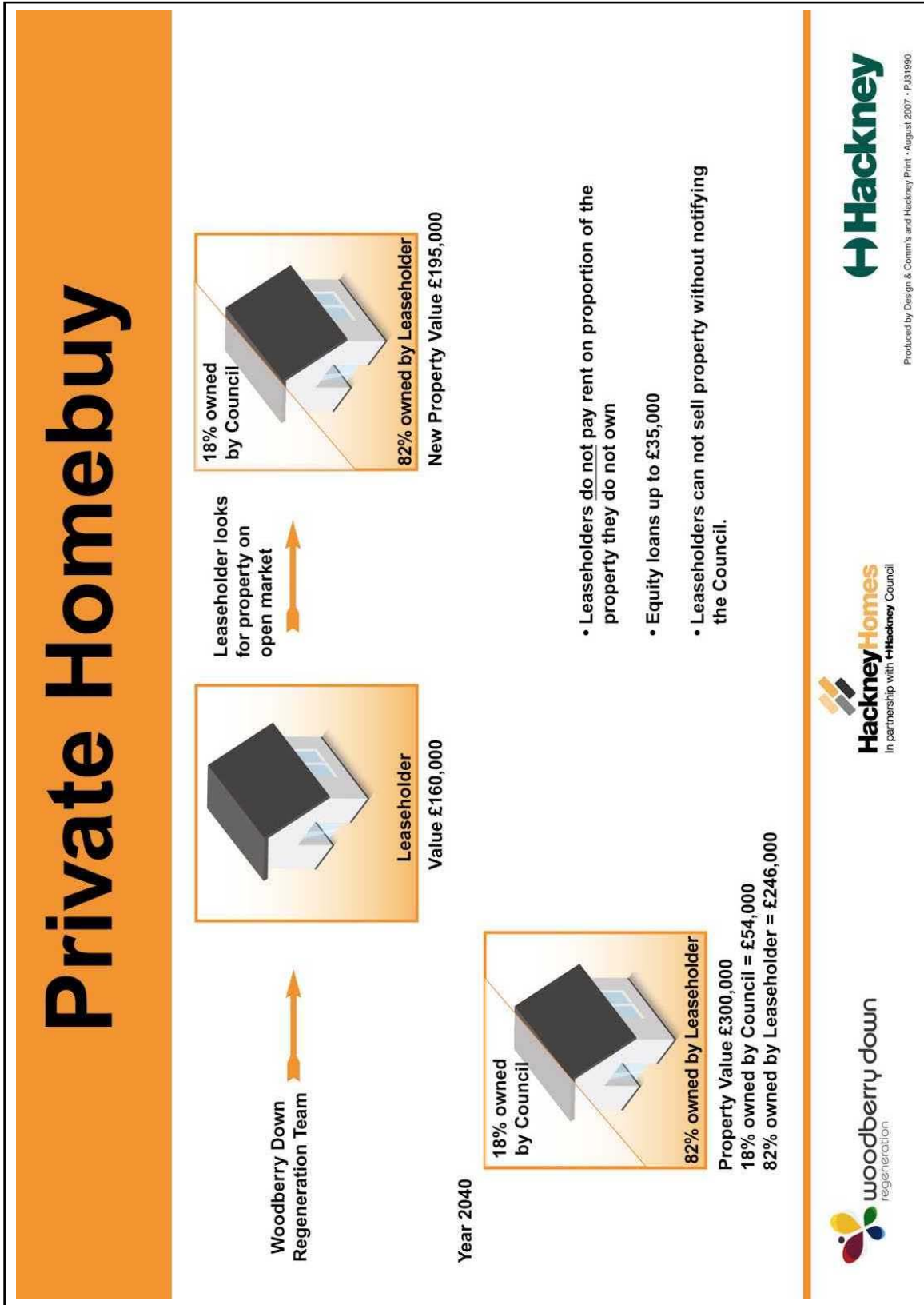
Appendix C.



Appendix D.



Appendix E.





10.0 Moving Home Checklist

Things to do 2 Weeks Before Moving Day

Sorry the list is quite long, but there is a lot to do.

- Start packing/sorting:** If you are doing the packing yourself start as soon as you can, and certainly no later than two weeks to go. This will give you a chance to sort through your possessions and have a good clear out and also ease the stress when you get the call to say they want to complete in a few days time.
- Land/Mobile phones:** Contact providers including Internet account and advise them of your change of address and the date that you wish your new number to operate from. If you are no longer going to use the same service provider then you **MUST** give them a months notice, sometimes in writing. If you do not then you will be billed for a service that you are no longer using. Make sure that if your phone is to be disconnected that you have a way to contact people on moving day in case of any problems.
- Car:** You will need to renew your driving licence and vehicle registration document as failure to notify DVLA of a change in address is an offence. For the **Vehicle Registration Document** complete the appropriate changes section on your registration document and return it to:
DVLA
Swansea
SA991AR
Telephone: 0870 2400010

For your **Driving Licence** Complete Section 1 of your paper licence* or the paper counterpart (D740) and your photo card licence and return them both to:

DVLA
Swansea
SA991BN
Telephone: 0870 2400009

* DVLA no longer issues paper licences. Photo card application packs are available from your Post Office.

For more information go to www.dvla.gov.uk

- Parking:** If you have any parking restrictions at either your present or your new address, you will need to contact the local authorities to arrange for a suspension of the parking restrictions outside your property on your moving day. Remember that a removal van can be the same size as a double decker bus and needs extra space for manoeuvring into position. The rear of the van needs to be directly outside your front door and if your house is on a hill then facing downhill. If in doubt about the size of vehicle your removal company is sending, contact them and they will let you know how much space they require.
- Mail:** You can have your mail re-directed by the Post Office. This can be arranged by post. Just pick up a form at the post office, they require seven days notice.
- Notify change of address details to friends and family.**
- Bank:** Notify your bank/banks of your change of address and maybe consider transferring your accounts to a branch nearer to your new home. If you have anything retained for safe keeping with your bank or solicitors please don't forget these.
- Credit/Store cards:** When you receive your statements, fill out the change of address form. This is usually on the reverse of the statement. Don't forget to notify any card protection insurers that you may have.
N.B. If when you are sorting through your credit cards and bank statements and you decide to throw some away, we would highly recommend that you shred them. Don't throw the shredded paper away just yet, instead keep it to use as packing around fragile items.
- Schools:** Let your child's school know that you are changing your address.
- Inland Revenue:** When you notify your local tax office you will need to quote your reference number, this can be found on your pay slip/P60/code notification.
- Insurances/ Pensions:** Contact your broker or the individual companies for your Life, Motor, Medical, Pet and Contents insurance. When contacting your house contents insurers, check with them to see what cover you have regarding moving house, you may find that you are fully covered and have no need to take out extra cover with your removal company.
- Landlord/ Tenants:** Give the appropriate notice to quit or tell tenants of any change of landlord.

- Doctor, Dentist & Opticians:** If you are moving out of the local area you will have de-register with them and register with new ones in your new area. Liaise with your hospital if you are undergoing regular treatment as an out patient. A really useful website to use is www.nhs.uk. You can find details on this website for services in your local area, including Doctors, Dentists, Opticians and Pharmacies just by typing in your post code.
- Council Tax:** Notify the relevant authorities in both your current area and the area you are moving to.

Things to do, One Week Before Moving Day.

- TV Licence:** If you move, your TV Licence must be transferred to your new address, so that you will still be registered as licensed. It's a simple procedure: call TV Licensing on **0870 242 3349** or visit <http://www.tvlicensing.co.uk/moving>

Once the records are changed TV Licensing won't contact you again until the current licence is due for renewal.

- TV/ Video Rental:** If your TV or Video is rented you need to contact your rental company. If they are a large national firm you can normally take your items to your new address and your records will be transferred to their nearest branch or else arrange for them to be collected.
- Voting:** You must be on the electoral register to vote at elections. You are not automatically registered, even if you pay Council Tax. You need to fill in a form as soon as you can to be able to vote in the elections this and much more is available at the
- Electricity:** *Contact your existing and new electricity companies. Advise them of your new address and date of removal. Give at least 48 hours notice.
- Gas:** *Contact your existing and new gas companies. Advise them of your new address and date of removal. Give at least 48 hours notice. *The gas and electricity markets are now open to competition and you can choose your supplier.
- Water:** At least 48 hours notice is required by both your existing and your new authority to arrange for disconnection and re-connection of supply.

- Library:** Now is the ideal chance to return any library books that you find, no matter how long you have had them. Also advise them of your new address.
- Subscriptions:** Notify all organisations, charities and magazines which you subscribe to of your new address.
- Newspapers/ Milk:** Settle all outstanding accounts and cancel them all.
- Soft Furnishings:** If you have arranged to have carpets / curtains etc delivered to your new address, confirm that the companies have the correct delivery address, date and time. If you have to have your carpets fitted on the day of the removal remember that you will have removal men walking in and out of your new house so tell your removal company and arrange for the carpets to be put down as soon as you receive the keys.
- Borrowed or loaned items:** Return any items that you have borrowed from friends and neighbours.

Things to do Three Days before Moving Day

- Pack a bag:** Fill this with a change of clothes. Include a moving kit for the other end; include things like, toilet rolls, light bulbs, candles, a few tools, matches, cash and a list of important telephone numbers. Include anything that you think you might need for the couple of days after moving day. You can put jewellery and valuables in this bag.
- Have you arranged for a plumber to disconnect the washer?** Some removal companies will do this for you but only as a favour most will not and cannot as they are not insured to do so.
- Keys:** Please check that the keys to your new home are going to be available and that you know what to do with your own keys. Any spare keys should be clearly labelled and left where they will be seen when you leave the house on moving day. Please remember not to leave them in direct view of any window. The kitchen work top is usually good as its normally the first room the new people will head towards and organise first.
- Parking:** Check with neighbours and resolve any parking problems. The average removal van is the same size as a double decker bus. You need to leave room for the lorry to manoeuvre into position. The removal team will usually want to have the back doors of the wagon as near to the access point as possible and if on an incline the lorry will want to be facing downhill (this stops everything falling out when they open the doors).

Things to do Two Days before The Move.

- Fridges/ Freezers:** Empty, defrost and dry out your fridge / freezer, this is most important if your furniture is to go into store or over a long distance. If you don't do this it will defrost on its own in the back of the removal van, leaking over everything around it. Please remember food stuffs cannot be moved into store. If you have been quoted to have your freezer moved with the contents still inside (will only apply to short distances) put the contents into polythene bags so they can be lifted out while carrying the freezer and placed back inside with the minimum of fuss.
- Kitchen cupboards:** Go through the kitchen cupboards and throw out anything that is out of date, also while you are there check to make sure all the packets, bottles and jars are sealed tightly to avoid spillage.
- Valuables/ documents:** Pack valuables and documents and put in a safe place
- Split Deliveries:** If some of your furniture is to be delivered to more than one destination, confirm with the receiving parties the delivery date and time.

Today is Moving Day

- Bathroom:** Finish packing the toiletries box, and then take everything out of the bathroom that you want to go. You can now put all the bits and bobs that you don't want the removal men to take in the bathroom and shut the door.
- The van arrives:** The team leader/foreman will introduce themselves and their crew. Show the team leader around the house and tell them exactly what is to go and what isn't. If you have emptied the bathroom of articles that are to go, tell him that there is nothing to go out of there and shut the door.
- Check every where:** Once the van is loaded, take a walk around with the team leader to ensure that all the items to be moved have been placed on the van. This is your responsibility to make sure nothing is left behind. Check behind doors, in cupboards and on the walls. You would be surprised how often people keep looking at a clock on the wall, but never remember to take it down.

12.0 Translations

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to 151 Woodberry Grove, London, N4 2SB.

Bengali

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক দিন, এই পাতার নীচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নীচের ঠিকানায় ফেরত পাঠান।

Somali

Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose.

French

Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous.

Spanish

Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección.

Kurdish

Ger hun dixwazin bizanibin ku ev dokumet çi dibêje, ji kerema xwe qutîka minasib îşaret bikin, nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin.

Turkish

Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin.

Polish

Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres i nr telefonu w dolnej części niniejszej strony i przeslij na poniższy adres.

Vietnamese

Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây.

Urdu

اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو ازراہ کرم مناسب باکس میں صحیح کا نشان لگائیے اور اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھئے اور اسے نیچے دیئے گئے پتہ پر واپس بھیج دیجئے۔

Chinese

如果你想知道這分文件的詳細內容，請在方框內打鉤，在本頁下面寫下你的名字、地址和電話號碼並寄到下面的地址。

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