



Leaseholder Repairs and Responsibilities Handbook

A GUIDE FOR LEASEHOLDERS



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This handbook tells you who is responsible for providing the repairs, maintenance and services to your flat, your garden and the communal areas in your building. It also tells you who is responsible for meeting the cost and how payment should be made.

The list is not exhaustive and if you require further information please contact the Garages and Leaseholder Officer. Information can also be found in your Leaseholder's Handbook and on our website at www.lewes.gov.uk/housing

The Garages and Leaseholder Officer can be contacted:

By post

Lewes District Council
Housing Services
PO Box 146
Lewes BN7 9DZ

In person

Lewes District Council
Housing Services
20 Fort Rd
Newhaven BN9 9QF

Telephone: 01273 484290
Email: leasehold@lewes.gov.uk

Repairs, Maintenance and Services to the Leaseholders' flat and own garden

Service	Landlord responsibility	Leaseholder responsibility	Payment -see key below
Load-bearing walls within the flat	✓		A
Walls forming the external boundary of the flat	✓		A
Foundations	✓		A
Cavity wall insulation	✓		A
Damp proofing	✓		A
Roof including roof space and chimneys	✓		A
Loft insulation	✓		A
Cladding to brickwork (incl. insulation)	✓		A
Joists, beams and floor slabs	✓		A
Ceilings		✓	C
Floor boards and screeds, carpets and other floor coverings		✓ Permission required for laminate flooring	C
Interior plaster and other surfaces of the ceiling and interior walls of the flat		✓	C
Interior decorations		✓	C
Internal non-structural walls		✓	C

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- C** - the leaseholder is responsible for arranging the work or service and making the full payment direct to the supplier
- D** - the landlord is responsible for the full cost of the work or service with no recharge to the leaseholder

Please note that VAT will be charged if applicable

Repairs, Maintenance and Services to the Leaseholders' flat and own garden

Service	Landlord responsibility	Leaseholder responsibility	Payment -see key below
Chimney breast and flue – structural condition (not lining to upgrade)	✓		A
Balconies	✓		A
Entrance doors (including frames, door fastening, stops and architraves) to flats – not including redecoration		✓ Permission required	C
Redecorate front and back entrance doors and frame	✓		A
		✓ Permission required	C
Internal doors, frames and fastenings		✓	C
Window frames in the external walls	✓		B
		✓ Permission required	C
Double glazing in landlord installed windows	✓		B
Double glazing in leaseholder installed windows		✓	C
Single glazing to window frames		✓	C
Cistern/tank within flat (receptacle with ball valve)		✓	C
Cistern/tank outside flat (receptacle with ball valve), serving only leaseholder	✓		B

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Repairs, Maintenance and Services to the Leaseholders' flat and own garden

Service	Landlord responsibility	Leaseholder responsibility	Payment -see key below
Pipes, wiring, cables and conduits supplying water, electricity or gas. (within flat)		✓	C
Pipes, wiring, cables and conduits supplying water, electricity or gas (not within flat but serving only the leaseholder)	✓		B
Pipes, wiring, cables and conduits supplying water, electricity or gas (not within flat and shared)	✓		A
Waste/soil/drain pipes within flat		✓	C
Waste/soil/drain pipes (not within flat but serving only the leaseholder)	✓		B
Waste/soil/drain pipes (not within flat and shared)	✓		A
Anything installed for the supply of central heating or hot water		✓	C
Fixtures and fittings eg bath, WC, gas fire, kitchen units etc		✓	C
Boundary fence or wall to private garden		✓	C
Conservatories – landlords responsibility unless permission is granted for future maintenance to be met by the leaseholder (permission is not transferred upon assignment).	✓		B
		✓ Permission required to install or maintain	C
TV aerials etc. serving leaseholder flat only		✓	C

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Repairs, Maintenance and Services to the Leaseholders' flat and own garden

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Hard wired smoke alarm maintenance and repair	✓		A
Repair and maintain battery smoke alarm		✓	C
Repair and maintain shed		✓	C
Repair and maintain brick or block outbuilding or bin store	✓		A
Window cleaning to flat		✓	C
Supply of bin	✓		B
Garden maintenance – paths fencing, walls, shrubs, hedges, trees and grass cutting		✓	C
Contents insurance		✓	C

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Repairs, Maintenance and Services to the communal areas in the building within the curtilage (used by the Leaseholder and shared with other residents)

Service	Landlord responsibility	Leaseholder responsibility	Payment -see key below
Internal and external communal doors	✓		A
Communal windows repair, maintenance and cleaning	✓		A
Communal garden walls and/or fencing	✓		A
Common ways incl. passages, landings, staircases and access balconies	✓		A
Roof including roof space	✓		A
Fascias, soffits, rainwater goods (gutters and downpipes)	✓		A
Floor structure and floor coverings	✓		A
Internal and external decorations	✓		A
Heating and hot water installations to communal areas incl. all associated fittings, supplies and running costs	✓		A
Interior and external lighting to communal areas incl. running costs	✓		A
Communal pipes, wiring, and conduits supplying water, electricity and gas	✓		A
Communal tanks/cisterns(receptacle with ball valve)	✓		A
Lift	✓		A

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Communal TV aerial	✓		A
Door entry system	✓		A
CCTV and other security measures	✓		A
Bin chute	✓		A
Caretaking services and public way cleaning – regular sweeping and washing down of stairs and lift	✓		A
Communal bin store maintenance, repair and cleaning	✓		A
Bulk refuse containers clearance	✓		A
Dumped rubbish clearance	✓		A
Graffiti removal	✓		A
Extraordinary cleaning services	✓		A
Drying area maintenance	✓		A
Parking areas owned by Housing Services	✓		A
Locking posts maintenance	✓		A
Communal garden maintenance – paths fencing, walls, planters, shrubs, hedging trees and grass cutting	✓		A

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Amenity areas	✓		A
Safety equipment incl. fire	✓		A
Play areas	✓		D
Garden furniture	✓		D
Community facilities (community rooms etc)	✓		D
Building Insurance	✓		A

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**This leaflet can
be made available in
large print**, audiotape, disk or
in another language upon request.
Please telephone **01273 484141**
or email **lewesdc@lewes.gov.uk**

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們就會為您提供特別版本。聯絡方式:
電話: 01273 484141 或
電子郵件: lewesdc@lewes.gov.uk

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