



## APPENDIX 3 - HANDOVER LIST

Information required for newly appointed managing agent

<b>NAME OF SCHEME:</b>	Information Supplied	
	YES	NO
<b>General information required:</b>		
Copy of letter circulated by outgoing managing agent to lessees confirming handover and/or authorizing rent and/or service charge collection by Alexander Faulkner Partnership Limited		
<b>CLIENT DETAILS - Information required:</b>		
<b>Name of Client:</b>		
<b>Registered Office Address (if incorporated):</b>		
Contact name(s), correspondence address(es), telephone number(s) and email address(es)		
<b>Residents Management Company information required:</b>		
Names & Addresses of all Directors		
Copy of Memorandum & Article of Association		
Details of any resident meetings and copy of minutes		
<b>Unit/Tenant Details - Information required:</b>		
Full name of lessee(s) for each flat and their correspondence address		
Telephone number and email address of each Lessee		
Telephone number and email address of each occupier (if not the Lessee)		
Tenure, any rent charges or ground rents payable		
Car Space Allocation (if applicable)		
List of flats/units that have been sub-let		
List of flats/units on the market		
Contact details of any Residents Association		
<b>Financial Information required:</b>		
Copies of last three years Service Charge Accounts, though preferable last six year or longer		
Service charge year end date		
Current service charge budget		
Bank statements relating to lessee and client monies for the property		
A reconciled copy of the cash book		
Service charge balances and statements		
Paid contractors and suppliers invoices for the current period and previous years (Note: The receipts and invoices to support service charges belong to the landlord, and the FTT can now go back many years if a challenge is made by a lessee, so all years held are requested)		
Outstanding contractors' and suppliers' invoices		
Draft of next year's service charge budget (if prepared)		
Percentage apportionments for each unit for each service charge schedule		
Charging Dates for Service Charge		
Have you been collecting Ground Rent?		
Schedule of Ground Rent payable		
Charging Dates for Ground Rent		
Ground rent charge balances and statements		

List of any other charges applicable, and method of their calculation		
Reconciled trial balances and supporting schedules made up to the date of the handover		
A cheque for the balances of the funds in hand		
Pre-list of next charges due		
Methods of payment used by each lessee		
Agreed payment plans for arrears if any, and any breaches		
Copy correspondence about any outstanding arrears		
The financial arrangements relating any the Caretaker's or employees flat		
<b>Legal documentation required:</b>	<b>YES</b>	<b>NO</b>
Land Registry information and site plan, or site plan showing boundary of the property		
Originals or copies of any head lease and all leases relating to the property		
Copy of any supplementary regulations		
Original or copies of all Deeds of Variation and other Licences etc..		
Copy of recent answers to pre-contract enquiries		
Details of any ongoing lease assignments		
Copy of any current house rules		
Copy of any Welcome / Information Pack made available to Lessees upon purchase of a flat		
Details of any current disputes whether involving lessees, contractors or other parties		
Details of any current or impending litigation whether for or against the client		
Details of client's solicitor and any other solicitors appointed by other parties		
Details of any 'major works' and 'long term agreements' ongoing and copies of s20 notices and responses given.		
Details of any 'major works' and 'long term agreements' planned and copies of any related s20 notices and responses given.		
<b>Insurance documentation required:</b>	<b>YES</b>	<b>NO</b>
Original schedules and policy documents for all Building, Engineering, Directors & Officers, Third party and Employers Liability and other current insurance cover		
Originals of last three years' Engineering insurance inspection reports		
Details of claims history over the past three years		
Files on open insurance claims and agreement on who will handle such		
Main Contact Name & Address of Broker		
Latest Reinstatement Cost Assessment / Insurance 'Valuation' document		
<b>Company Secretariat information required (if relevant):</b>	<b>YES</b>	<b>NO</b>
Registered Office Address		
The legal books including minutes, Share Register / Stock Transfer Forms, Certificate of Incorporation Company Seal etc.		
Copies of previous Annual Returns		
Name & Address of Solicitor used by the client		
Name & Address of Accountants or Auditors used		
<b>General property information required:</b>	<b>YES</b>	<b>NO</b>
Site Plan, Floor Plans and any Elevations		
Location of communal electricity meters, plant room, lighting controls, time switches etc..		
Location of water meters, communal stop cocks / valves / pumps etc...		
Location of gas meters, communal boilers / communal flues etc...		

Details of communal plant and machinery (including lifts / pumps / fans etc...) and relevant service contracts and documentation		
The last year in which each part of the exterior of the building was redecorated with copy of the specification		
The last year in which each part of the interior of the building was redecorated with copy of the specification		
<b>Health &amp; Safety Documentation required:</b>	<b>YES</b>	<b>NO</b>
General Risk Assessment and list of outstanding actions arising		
Fire Risk Assessments and list of outstanding actions arising		
Asbestos Register and Management Plan and list of outstanding actions arising		
Water Risk Assessments / Certificates and list of outstanding actions arising		
Eyebolt etc. Testing Certificates		
Lightning Conductor Test Certificates		
Electrical Installation Certificates		
PAT (Portable Appliance Test) Certificates		
Gas Safety Certificates (CP 12) and Communal Flue Inspection report (if relevant)		
Planned Preventative Maintenance Schedule		
Any other O&M manual, CDM file or other health and safety documentation		
Copy of any accident records		
Correspondence relating to any outstanding health and safety matter		
<b>On site Staff - information required:</b>	<b>YES</b>	<b>NO</b>
Contact name, correspondence address, telephone number and email address		
Copies of Contracts of Employment and Job Descriptions		
Any modifications to the contract or job description, whether documented or by custom and practice		
A full record of each person's employment history		
Details of any disciplinary action taken or other special circumstances		
PAYE records for the current period and the previous years if appropriate		
Pay arrangements		
<b>Contractor / Supplier information required:</b>	<b>YES</b>	<b>NO</b>
Details of all current contracts and the scope of duties and payment terms		
Correspondence Address & Contact Names of all current contractors		
Notice as to whether any contracts or supplies have recently been terminated		
Contacts of companies who originally installed common plant or equipment		
Details of any current warranties and/or guarantees		
Arrangements for out of hours emergencies		
<b>Security &amp; Miscellaneous</b>	<b>YES</b>	<b>NO</b>
A full set of labelled keys and key fobs and any spares		
All Codes to Door Entry Systems and programming procedures		
Details of any guarantees		
Copies of any unanswered correspondence and other relevant enquiries		
<b>Correspondence required:</b>	<b>YES</b>	<b>NO</b>
Correspondence relating to any outstanding issues or matters		
Correspondence relating to any material past matter that has implication on future management		