

### SCHEDULE 3

#### CONSULTATION REQUIREMENTS FOR QUALIFYING WORKS UNDER QUALIFYING LONG TERM AGREEMENTS AND AGREEMENTS TO WHICH REGULATION 7(3) APPLIES

##### *Notice of intention*

- 1.—(1) The landlord shall give notice in writing of intention to carry out qualifying works—
  - (a) to each tenant; and
  - (b) where a recognised tenants' association represents some or all of the tenants, to the association.
- (2) The notice shall—
  - (a) describe, in general terms, the works proposed to be carried out or specify the place and hours at which a description of the proposed works may be inspected;
  - (b) state the landlord's reasons for considering it necessary to carry out the proposed works;
  - (c) contain a statement of the total amount of the estimated expenditure likely to be incurred by the landlord on and in connection with the proposed works;
  - (d) invite the making, in writing, of observations in relation to the proposed works or the landlord's estimated expenditure;
  - (e) specify—
    - (i) the address to which such observations may be sent;
    - (ii) that they must be delivered within the relevant period; and
    - (iii) the date on which the relevant period ends.