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| **Application for the Apportionment of a Rentcharge****Freehold Land in Different Ownership** | **Guidance Note** |

The form is for use by a freehold owner whose property is affected by a rentcharge which also affects other properties. Some of the information needed to complete the form will be found in the title deeds to your property and in your Land Registry Title if your land is registered. [www.landregistry,gov.uk](http://www.landregistry,gov.uk)

When completed, the form should be returned to: **Rentcharges Unit, Department for Levelling Up, Housing and Communities, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead, Merseyside CH41 6DU** along with a full copy of the deed that created the rentcharge and a copy of your Land Registry Title. If we need to see any other documents, we will write to you.

**THE RENTCHARGE**

1a. The address required is that of the property in respect of which you are applying for a redemption certificate (normally your home address).

1b The addresses of other joint owners (if any) please note their signatures are required at the end of the application.

2. If you do not own the freehold, you will not be able to make an application for an apportionment under the Rentcharges Act 1977. If you do not own the freehold, but pay a ground rent under a lease, you may be able to apply for an apportionment under other legislation. We will be able to advise you on this.

3a. The amount to be entered is the total paid each year in respect of your property. If you are responsible for collecting other people’s shares of the rentcharge you will of course be paying a greater sum to the owner of the rentcharge or the agent, but it is only the amount allocated to your property which is needed here.

3b. The amount you are required to pay annually on your property may differ from the amount agreed with the other people affected by the rentcharge.

**THE RENTCHARGE OWNER / AGENT DETAILS**

4a. We are required to notify the owner of the rentcharge of your application, so their details are required here. If you do not know who the owner of the rentcharge or their agent is, we will not be able to proceed with your application. If they have used a reference number in their correspondence or/and have provided you with their email address, please also include them in this section.

4b. The person to whom you make payment may be the owner of the rentcharge, or an agent, or a collector appointed by the owner of the rentcharge. If the person to whom you make your payment is not the owner of the rentcharge; if for example, they are a collector then give the name and address of the owner of the rentcharge (if known). If you require further information please contact us.

**DETAILS OF THE ORIGINAL DEED THAT CREATED THE RENTCHARGE**

5. (a-d) If your property is on registered land, you should find the answers to these questions in the entries in section C, of your Land Title. If the land is not registered the information can be obtained from your title deeds. The original deed which created the rentcharge is probably the earliest of your deeds, and if you do not hold the original, you may have a copy. The answers to these questions will usually be found in your deeds.

**OTHER PEOPLE PAYING PART OF THE RENTCHARGE**

6. The amounts requested here are the contributions made by other rentpayers, who, together with you, are liable to pay the rentcharge described in the deeds. Cases do arise, however, where a person (second rentowner), when buying a house, accepts liability for payment of the whole rentcharge. Any amounts paid by other people are then given to them as a rentowner of a second rent. In such circumstances, it is not possible for the owner of the second rent to apply for an apportionment of the first rentcharge. Your deeds or section C of your Land Title will show whether the other people are paying part of the rentcharge for which you are applying for an apportionment. If you are in any doubt, ask for advice from us or from the local Citizens Advice Bureau or the local Rent Officer.

**ADDITIONAL INFORMATION**

7. If you have a personal covenant to collect other people’s shares of the rentcharge, please give details, in the space provided, together with any other information which you think is relevant to the application. If we have issued an Order of Apportionment legally apportioning your share of the rentcharge, please send a copy of the Order, or quote the reference and the date. If your share of the rentcharge has been legally apportioned privately and this apportionment is binding on the owner of the rentcharge, the details of the deed effecting the apportionment should be given here. The details required are the date and the name of the parties.

**Office Use Only – Ref: HNW/**

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| **Application for the Apportionment of a Rentcharge****Freehold Land in Different Ownership*****Please complete all sections - refer to the guidance notes*** |
| **PERSONAL DETAILS** |
| Full Name 1st Applicant:       | Title: Dr / Mr / Mrs / Miss/ Ms:       |
| Full Name 2nd Applicant:       | Title: Dr / Mr / Mrs / Miss/ Ms:       |
| Address:       | Telephone No:       |
| Email address:       |
| Post Code:       |  |
| **THE RENTCHARGE** |
| 1a. | The address of the land or house subject to the rentcharge***(If different from above)*** |       |
| 1b. | If you are not the sole owner of the property give the full names and addresses of the other persons who are joint owners  |
|  | **Name** | **Address** |
|  |       |       |
|  |       |       |
| 2. | Do you (and joint owners, if any) own the property freehold? | Yes [ ]  | No [ ]  |
| 3a. | How much rentcharge do you (together with any joint owners) pay each year for your property? | £       |
| 3b. | Is this the amount stated in your deeds as payable on your property? | Yes [ ]  | No [ ]  |
| 3c. | If not, what is the amount shown in your deeds? | £       |
| **THE RENTCHARGE OWNER**  |
| 4a. Name:       | Title: Dr / Mr / Mrs / Miss/ Ms:       |
|  Address:       | Telephone No:       |
|  |
| Post Code:       |  |
| **THE RENTOWNER’S AGENT**  |
| 4b. Name:       | Title: Dr / Mr / Mrs / Miss/ Ms:       |
|  Address:       | Telephone No:       |
|  |
| Post Code:       |  |
| **5. DETAILS OF THE ORIGINAL DEED THAT CREATED THE RENTCHARGE**  |
| 5a. | The type of deed (e.g. conveyance, registered transfer) |       |
| 5b. | The date of the original deed |       |
| 5c. | The parties by whom the original deed was made |       |
| 5d | What does the original deed state to be the amount of the rentcharge on the whole of the land affected. | £       |
| **6. OTHER PEOPLE PAYING PART OF THE RENTCHARGE** |
| If other people pay part of the rentcharge, give their names and addresses, and the amount they pay (if known) |
|  | **Name and Address** | **Amount (£)** |
| 6a. |       |       |
| 6b. |       |       |
| 6c. |       |       |
| 6d. |       |       |
| **7. ADDITIONAL INFORMATION**  |
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| **DECLARATION** |
| **I hereby apply for the legal apportionment of the above mentioned rentcharge and I declare that the information given above is true to the best of my knowledge and belief.** |
| **Signed:** ***(1st Applicant)*** | **Date:** |
| **Signed:*****(2nd Applicant)*** |
| **RETURNING YOUR COMPLETED APPLICATION** |
| When completed, your application should be returned by post/hand delivery to:**Rentcharges Unit, Department for Levelling Up, Housing and Communities, Ground Floor, Rosebrae Court, Woodside Ferry Approach, Birkenhead, Merseyside CH41 6DU** |