



SMSC FACTSHEET ON EXERCISING YOUR

IT IS YOUR

**RIGHT TO
MANAGE**



WHAT IS THE RIGHT TO MANAGE?

The Right to Manage (RTM) empowers all leaseholders of flats to take control of the management of their building without buying the freehold. The RTM process enables leaseholders to assume (or pass on to a Managing Agent) all aspects of the managerial responsibilities of their block. This factsheet outlines the process, supported by Save My Service Charge, to assist you in this transition.



WHAT IS THE CRITERIA FOR RTM?

- **Building Type:** It must be self-contained with at least two flats.
- **Qualifying Tenants:** Two-thirds of flats must be leaseholder-owned with leases over 21 years.
- **Participation Requirement:** Over 50% of leaseholders must agree.
- **Exclusions:** Buildings with more than 25% non-residential space are ineligible.



STEPS TO EXERCISE THE RIGHT TO MANAGE

01

FORM AN RTM COMPANY:

Establish a company limited by guarantee for RTM purposes, complying with necessary regulations.

02

NOTIFY LEASEHOLDERS:

Inform all eligible leaseholders, inviting participation and explaining RTM implications.

03

SERVE NOTICE OF CLAIM:

The RTM company submits a formal notice to the landlord, detailing the intention and criteria.

04

LANDLORD'S RESPONSE:

The landlord may issue a counter-notice within one month, either accepting or disputing the claim.

05

DEAL WITH DISPUTES:

If disputed, apply to the First-tier Tribunal (Property Chamber) to resolve issues.

06

MANAGEMENT HANDOVER:

Transfer management functions on the specified date if uncontested or post-tribunal.

Save My Service Charge handles all of this for you, so you can relax and know you are in safe hands. Our fees include a money-back guarantee to ensure your satisfaction.



SAVE MY SERVICE CHARGE'S ROLE

Our Service:

Save My Service Charge offers an extremely comprehensive RTM service, managing the entire process to ensure a smooth transition. Our expertise allows residents to focus on enjoying RTM benefits without the stress of managing the process themselves.

Benefits Of Partnering with Us:

- **Expert Guidance:** Our dedicated team helps navigate the legal and administrative aspects.
- **Stress-Free Transition:** We handle the entirety of all the necessary steps, ensuring compliance and efficiency.

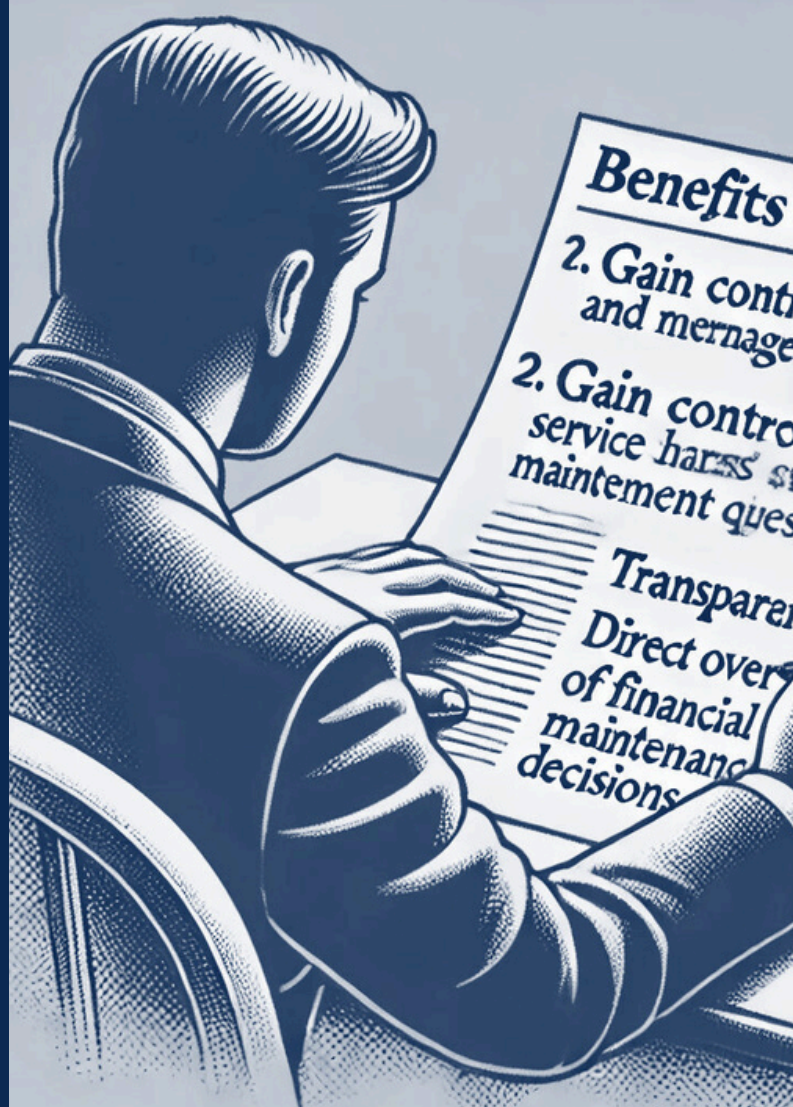
WHAT ARE THE COSTS AND CONSIDERATIONS

Professional Fees:

Engaging Save My Service Charge covers all fees including serving notices, land registry downloads and all administrative tasks. Our fee also comes with a money-back guarantee if we are unsuccessful in your application.

Duties Of The RTM Company:

After acquiring RTM, the company is in charge of managing the building. We highly recommend hiring a professional managing agent to handle the day-to-day operations. This approach allows you to focus on making strategic decisions without being burdened by routine tasks. For detailed guidance, please refer to our resource on being an RMC director.



**STRENGTHEN
YOUR COMMUNITY
BY UNITING,
EMPOWERING,
AND THRIVING
TOGETHER
THROUGH
YOUR RTM
INITIATIVE.**



SAVE MY SERVICE CHARGE LTD.