



Date: 17 August 2026

Ref: <<Asset Ref>>

<<Corr Name>>

<<Corr Add1>>

<<Corr Add2>>

<<Corr Add3>>

<<Corr Add4>>

<<Corr PCode>>

Orbit

PO Box 6406

Coventry

CV3 9NB

Web:

orbitcustomerhub.org.uk

Tel: 0800 678 1221

Dear <<Corr Name>>

Property Reference: <<Add1>>, <<Add2>>

Re: Notice of Intention to enter into a Qualifying Long Term Agreement Section 20 of the Landlord and Tenant Act 1985 (as amended)
Section 151 of the Commonhold and Leasehold Reform Act 2002.

It is the intention of Orbit Housing Association to enter into a long-term agreement in respect of which we are required to consult tenants (see Note 1 below).

The works to be provided under the agreement are the provision of maintenance of tree's around your estate and block. These works will consist of pruning, removing overhanging branches to the felling of dead trees. We plan to set up an open framework of approved partners across eight areas covering all our estates. This means we can work with a group of partners who meet our standards for quality, safety and service, rather than choosing just one partner.

We consider it necessary to enter into the agreement because we need to ensure that following routine inspections and surveys we identify dangerous deadwood, root damage, or weak branches early and have a contractor in place to undertake these works at agreed rates. Without a long-term agreement, getting a qualified tree surgeon out to handle urgent tree works or fallen or dangerous limbs following severe weather can be difficult and costly.

We invite you to make written observations in relation to the proposed agreement by sending them to: Orbit Service Charge Team, Garden Court, Harry Weston Road, Binley, Coventry CV3 2SU or email Consultations@orbit.org.uk. Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on 20 September 2026. (see Note 3 below).

The reason why you are not invited to propose a person from whom we should try and obtain an estimate is because the proposed agreement requires public advertisement of the contract by means of the publication of a contract notice on Find a Tender (FTS) (see Note 4 below).

orbit.org.uk

Orbit Capital plc- Co Regn. No.09402193, Orbit Homes (2020) Ltd - Regn. No. 06950748, Orbit Treasury Ltd - Co Regn. No 06264601, Orbit Housing Association Ltd - Registered Society No. 27802R, Orbit Group Ltd - Registered Society No. 28503R. Registered Office: Garden Court, Harry Weston Road, Binley Business Park, Coventry CV3 2SU

You are not required to respond to this notice if you do not wish to do so but it should be retained for your information. If you would like any further information or would like to respond formally, please contact the service charge team on 0800 678 1221 or at the address given on the previous page within the consultation period of 30 days.

Yours sincerely



Tristan Hopper
Service Charge Operations Manager

Notes

1. Section 20 of the Landlord and Tenant Act 1985 (as amended) ('the 1985 Act') provides that a landlord (as defined by section 30 of the 1985 Act) must consult tenants who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under a qualifying long-term agreement, where the contribution of any one tenant exceeds £100 in any accounting period. 'Qualifying long-term agreement' is defined by section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
 - (1) The place and hours so specified must be reasonable; and
 - (2) A description of the relevant matters must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the description may be inspected, the landlord shall provide to any tenant, on request and free of charge, a copy of the description.
3. The landlord has a duty to have regard to written observations made within the consultation period by any tenant or RTA. RTA is defined by section 29 of the 1985 Act.
4. There is no right of nomination of alternative contractors where public notice is required.