The statutory calendar for an RTM or RMC company

The recurring dates a self-managed building has to meet, and why they matter.

A resident-run company has the same obligations as any other company, and those that come from owning and managing a building. Penalties for missing a date are the same whether the directors are professionals or volunteers.

Companies House

- **Confirmation statement:** at least once every 12 months, confirming the company's details.
- **Annual accounts:** private companies generally file within nine months of the financial year end.
- **Changes to directors or the registered office:** to be notified within the time limits that apply.
- **Identity verification:** directors need to have their identity verified with Companies House.

The building

- **Buildings insurance renewal:** cover must be in place without a gap.
- **Fire risk assessment:** needs to be kept up to date and reviewed when things change.
- **Building safety:** extra duties apply if your building is classed as higher-risk.
- **Planned maintenance:** lifts, communal electrics, roofs, water systems, and so on.

Money and consultation

- **Budget and service charge demands:** each demand should come with the statutory summary of rights and obligations.
- **Year-end service charge accounts:** prepared and shared with leaseholders.
- **Section 20 consultation:** needed for qualifying works costing any leaseholder more than £250, and for long-term agreements costing any leaseholder more than £100 a year.

Governance

- **Annual general meeting:** as your articles require, with proper notice.

- **Board meetings and minutes:** regular, minuted and stored where they can be found.

> **A calendar is only useful if it warns you early.** Leasehold Clarity loads the standard dates for your company and building, and reminds directors well before each one.

Make it a habit

Once a quarter, one director looks at the next 90 days. It takes ten minutes, and catches almost everything. Write the dates down where the next director will find them.

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