

14<sup>th</sup> August 2017

**To all Leaseholders of Sanford Court MCL**

1. It is the intention of Home From Home Property Management to enter into an agreement, to carry out works in respect of which we are required to consult Leaseholders, as defined in Section 20 of the Landlord & Tenant Act 1985 (as amended).
2. The works to be carried out under the agreement are as follows :-
3. To repair/re-point areas of the wall around the site.
4. We consider it necessary to carry out these works, as it is in very poor condition and requires urgent works to retain it's integrity.
5. We invite you to make written observations in relation to the proposed works and send them to Home From Home, at the above address.
6. Observations must be made within the consultation period of 30 days of the date of this notice and the consultation period will end on 13<sup>th</sup> September 2017.
7. We also invite you to propose within 30 days of the date of this notice the name of any person you would like us to obtain an estimate for carrying out these works, if you have a preferred company; however we already have two companies that we shall be acquiring a quotation from.

**Signed**

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 Duly authorised Agent on behalf of Sanford Court MCL  
 (Letter # 1)

**Date**

14<sup>th</sup> August 2017

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# HOME FROM HOME

## PROPERTY MANAGEMENT

28 BUTTS ROAD, CHISELDON, SWINDON, WILTS. SN4 0NW  
TELEPHONE: 01793 741027, 740745 or 741113 FACSIMILE: 01793 740130  
EMAIL: info@rentinswindon.com / info@block-management.com

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S.20.  
20<sup>th</sup> September 2017

### To all Leaseholders of Sanford Court MCL

1. This notice is given pursuant to the notice of intention to carry out works, issued on 14<sup>th</sup> August 2017. The consultation period in respect to the notice of intention, ended on 13<sup>th</sup> September 2017.
2. We have now obtained an estimate in respect of the works to be carried out from Jeff Averies.
3. The amount specified in the quotation, as the estimated cost of the proposed work is as follows :-

a)	Jeff Averies	£3,275.00
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4. The estimate obtained may be inspected at Home From Home's offices, during working hours, however you must call and make an appointment.
5. We invite you to make any written observations in relation to the estimate, by sending them to Home From Home, 28 Butts Road, Chiseldon, Swindon, SN4 0NW.
6. Observations must be received within the consultation period of 30 days from the date of this notice.
7. The consultation period will end on 19<sup>th</sup> October 2017.
8. There was one written observation received during the consultation period in relation to the notice of intention stating that they were happy with one quotation and for the work to progress.

Signed

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Duly authorised Agent on behalf of Sanford Court MCL  
(Letter # 2)

Date

20<sup>th</sup> September 2017  
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# HOME FROM HOME

PROPERTY MANAGEMENT

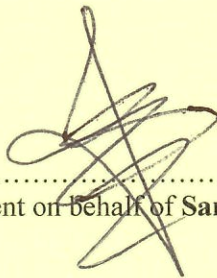
28 BUTTS ROAD, CHISELDON, SWINDON, WILTS. SN4 0NW  
TELEPHONE: 01793 741027, 740745 or 741113 FACSIMILE: 01793 740130  
EMAIL: info@rentinswindon.com / info@block-management.com

19<sup>th</sup> October 2017

**To all Leaseholders of Sanford Court MCL**

1. This notice is given in pursuant to the statement of estimates issued on 20<sup>th</sup> September 2017, as the consultation period in respect of that notice of proposals ended on 19<sup>th</sup> October 2017.
2. We have now entered a contract for carrying out the works, first described in our Notice of Intention, dated 14<sup>th</sup> August 2017, with Jeff Averies.
3. Our reasons for doing so are :-
  - a. The contractor is the most reasonably priced.
  - b. The contractor will be carrying out the work quickly and efficiently within a timescale.
4. Within the consultation period, we received an observation, stating they are happy for the works to proceed with Mr Averies.
5. The full sum of the repairs is £3,275.00.

**Signed**



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Duly authorised Agent on behalf of **Sanford Court MCL**  
(Letter # 3)

**Date**

19<sup>th</sup> October 2017  
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