

Our ref: Scheme 10006

Your ref: 605202

02 March 2017

Dear Lessee

Re: [REDACTED]

Notice of Intention to carry out works under a long-term agreement

Section 20 of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold & Leasehold Reform Act 2002) and Schedule 3 (Regulation 7(1) & (2) of the Service Charges (Consultation Requirements) Regulations 2003

The works to Flat Roof Renewal – Strip out existing flat roof asphalt and underlay and lay 20 mm two coats work to deck and gutter on new isolating membrane. 13mm work to upstands at

[REDACTED]
Scheme 10006

I am writing to tell you that your landlord the London Borough of Lambeth, intends to carry out qualifying works under an existing Qualifying Long Term Agreement. We are required to consult you before we start work.

Schedule 3 of the Regulations says that this Notice must:

- a) Describe the works
- b) Say why the works are necessary
- c) Give you the estimated cost of the works
- d) Invite you to send us written observations on the proposed works and/or the total estimated expenditure during a 30 day consultation period

Schedule 3 also requires the London Borough of Lambeth to have regard to any observations you send us and to respond in writing within 21 days of receiving them. Please note that this is **not a bill**, it is a legal notice. You should keep these documents in a safe place. If you sell your home they should be given to your solicitor.



(a) Description of works

In outline the elements of this work are as follows:

Flat Roof Renewal – Strip out existing flat roof asphalt and underlay and lay 20 mm two coats work to deck and gutter on new isolating membrane. 13mm work to upstands

(b) Reasons for carrying out works

We consider it necessary to carry out the work because:

Responsive repair works required

(c) Statement of total estimated block expenditure

We estimate that the cost will be:

Contractor Name:	Block Estimate:	Block name:
Mears	£7175.91	[REDACTED]

The amount we estimate you will have to pay is based on the total cost of work to your building or estate. A breakdown of what this means for you is shown in Appendix A.

I have enclosed copies of estimates submitted by Mears who are our long term contractors at Appendix B.

(d) How to make observations on these works

You are invited to make written observations on the estimates **within 30 days**. This is the relevant period set out in the regulations and will end on 03 April 2017.

Please send these to:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The Area Responsive Repairs team will be managing this programme of work. Your Project Manager is [REDACTED]

Review of description of proposed works

The description of works and details of the estimates can be available for inspection during normal working hours which are 9am to 5pm Monday to Friday (excluding Bank Holidays) subject to prior arrangements.

If you want to see the documents or need further information, please call [REDACTED] to make an appointment on direct line [REDACTED]

Yours sincerely

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Appendix A

Statement of Total Estimated Block Expenditure

Scheme: 10006

Date: 02 March 2017

Payment Ref: 605202036

Property Address: [REDACTED]

Proposed cost based on **Mears**

The total amount of estimated scheme expenditure likely to be incurred in respect of the proposed qualifying works is:-

Estimated chargeable works cost	£7175.91
Plus Preliminary	£ 0.00
Plus Contract Professional Fees	£ 0.00
Total estimated chargeable cost of the works	£ 7175.9099999999999
Rateable proportion*	18.969%
Estimated proportion of the total cost of the work	£ 1,361.22
Management Fee	£ 136.12
Your estimated contribution**	£ 1,497.34

*Rateable Proportion = Flat Rateable value divide by Block Rateable value multiplied by 100 = 173 /912 x 100.

**Total Block Cost (7175.909999999999) / Block Rateable Value (912) * Property Rateable Value (173)



To make our services more accessible for Homeowners, you can now go online and register with **'MyLambeth'** where you can get:

- The current balance of your Service Charge Account/s
- View your Service Charge Statement
- View your Communal Repairs

Just visit <http://www.lambeth.gov.uk/mylambeth> for more details or to register.

Anyone with a Lambeth service charge account can now take advantage of our new MyLambeth facility. Here you can check your service charge account balance, invoice breakdowns, and payments through a secure, password protected portal. And you can do all of this from the comfort of your own home, at a time convenient to you.

To sign up, you will need to register for a MyLambeth account on our website. You will also need a Personal Identification Number (PIN) to access your service charge information for the first time. Once you have registered, you will be able to view your service charge account at any time simply by logging into your main MyLambeth account.

If you have registered for MyLambeth and not received a PIN, or are having any problems creating an account, you can contact your dedicated homeownership officer on:

Phone: 020 7926 6000 or Email: HMhomeownership@lambeth.gov.uk

We are also currently working on a project to display further information, such as your estate liaison officer/manager, repairs breakdowns, online too. We'll let you know more information about this as soon as it's ready.

For more information on MyLambeth facility go to <http://www.lambeth.gov.uk/mylambeth-help>

To sign up for your MyLambeth account go to <http://www.lambeth.gov.uk/sign-in-or-register-for-a-mylambeth-account>