

Our ref: BL/MAN/OC/LoftIns#1
24 January 2018

To ALL LEASEHOLDERS OF OAK COURT,

NOTICE OF INTENTION TO UNDERTAKE WORKS
UNDER SECTION 20 OF THE LANDLORD AND TENANT ACT 1985
(AS AMENDED BY S151 OF THE COMMONHOLD AND LEASEHOLD REFORM ACT 2002)

OAK COURT, 19 GREEN LANE, NORTHWOOD, HA6 2UU

1. It is the intention of David Charles Property Consultants Limited (Managing Agent) to enter into an agreement on behalf of Oak Court Residents Limited to carry out works in respect of which we are required to consult Leaseholders (see Note 1 overleaf).
2. The work to be carried out under the agreement is as follows: Replacement of the insulation within all three loft spaces.
3. We consider it necessary to carry out these works to improve the insulation.
4. We invite you to make written observations in relation to the proposed works by sending them to us at 29 High Street, Pinner, HA5 5PJ. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on 23 February 2018 (see Note 3 overleaf).
5. We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraph 2 above (see Note 4 overleaf).

DAVID CHARLES PROPERTY CONSULTANTS LIMITED
(Duly authorised agent of Oak Court Residents Limited)

See notes on reverse