



40a Gledstones Road
West Kensington
London W14 9HU

14th May 2002

Your ref: RJC/ACR/Diprose

Dear Mr Carter,

Please find attached all of the relevant details pertaining to Gledstones Management Limited. The questions are answered in the same order as of your letter dated the 9th May 2002.

1. Please find the up-to-date buildings insurance policy attached.
2. The service charge that has been levied for the last 3 years was £300 for each 6 months for the period March 1999 – March 2001, and then £400 for the period March 2001 – March 2002.
3. All service charges have been paid for Flat 40D and are up to date.
4. Please find attached copies of the audited company accounts for the last 3 financial years.
5. There is no anticipated increase in the service charge over the next year or two. The rise in the charge from £300 to £400 in the period March 2001 – March 2002 was to cover a shortfall that was anticipated when the roof of the property was repaired.
6. Please explain what a Section 20 Notice is.
7. There have been no breeches of the lease, as far as the Management Company is concerned.
8. Gledstones Management Limited is the owner of the freehold to the property. Please explain what you mean by the cost of receipting notices as other owners have never raised this when their properties have been sold.

Yours sincerely

Robin Williamson
Director
Gledstones Management Limited

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MARTIN TOLHURST

PARTNERSHIP

S O L I C I T O R S

122B HIGH STREET, STROOD, ROCHESTER, KENT, ME2 4TR DX 56003 Strood

Tel: 01634 290080/290280, Fax: 01634 711166

Web: www.martintolhurst.co.uk Email: mtps@martintolhurst.co.uk

Mr R Williamson
Gledstanes Management Limited
40A Gledstanes Road
London W14 9HU

Please ask for: Mr Carter

Our Reference: RJC/ACR/Diprose

Your Reference:

Date: 9 May 2002

Dear Sir/Madam

Our client Mr R J Diprose – 40D Gledstanes Road, London W14

We act on behalf of Mr R J Diprose in respect of his proposed sale of his leasehold interest in 40D Gledstanes Road. Whilst we have limited information at this stage from our client, we understand that you are the management company that deals with insurance and service charge, and that our client is a shareholder in your company that owns the freehold. We would be grateful therefore if you would let us have the following information/documents:-

1. Please provide us with a copy of the up-to-date buildings insurance policy and schedule.
2. Please confirm the service charge that has been levied in respect of Mr Diprose's property within the development for the last three financial years.
3. Please confirm whether all service charge and ground rent have been paid to date, and if not, please confirm the arrears and the period to which they relate.
4. Please provide a copy of the audited accounts for the company for the last three financial years.
5. Is any increase in service charge anticipated in the next year or two and if so by how much and for what reason?
6. Please confirm whether any Section 20 Notices have been served in respect of future work, and if so please provide a copy of the Notice and copies of any tenders that have been received.
7. Have there been any breach of Lease as far as you are concerned, and if so please provide full details.
8. Under the terms of the Lease notices must be served in respect of change of ownership and mortgage on the freeholder. Please confirm that you are indeed the freeholder and that notices can be served upon you, and the current cost of receipting notices.

Also at: Meopham, Gravesend, Longfield and Chatham
Partners: A I Moffat (Notary Public), J B C Carter, P J Whitelaw, P S Rothwell (Notary Public),
S F Franklin, B M Stewart, R J Carter, K F Newell, K Denny.



Thank you for your assistance and we look forward to hearing from you as soon as possible.

Yours faithfully