



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

124 KINGS ROAD • CHELSEA • LONDON SW3 4TP

NOT YET IN OPERATION - EMAIL: ENQUIRY@MITREHOUSE.ORG • WWW.MITREHOUSE.ORG - NOT YET IN OPERATION

TEMPORARY CONTACT PHONE 0798 33 33 543

To all Leaseholders at **Mitre House**

124 Kings Road
Chelsea, London
SW34TP

Our Ref: Internal Redecorations/MH_Section 20 (S20) Notice_1

Date: **6th July 2012**

Dear Lessee,

Mitre House Management Limited

NOTICE OF INTENTION TO CARRY OUT WORKS OF INTERNAL REDECORATIONS

It is the intention of Mitre House Management Limited to enter into an agreement to carry out works in respect of which we are required to consult leaseholders. (*See Note 1 attached*)

The works to be carried out under the agreement are as follows:-

Internal Redecorations. A minimum requirement to decorate all communal areas, walls & ceilings, in one colour (TBA) (two coats), emulsion and/or gloss where appropriate AND based on various suggestions from various Lessees to date, to carry out more extensive cosmetic decorations and refurbishments (all as outlined in an email attachment entitled BRIEF ANALYSIS OF WORKS which will accompany this Section 20 Notice - as well as mailed, with hard copies of Section 20 and the Analysis, to all Lessees (save for Flat 1, by email only) (See Note 2 attached)

The Management Company consider it necessary to carry out the works because in accordance with the terms of the Head Lease, they are required to redecorate the internal common parts, outlined as an absolute minimum required above, under works to be carried out, every seven years.

We invite you to make written observations in relation to all the proposed works by sending them to Mitre House Management Limited, Mitre House, 124 Kings Road, Chelsea, London SW3 4TP or by email to mitrehouse@graffiti.biz

Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on **8th August 2012**. (*See Note 3 attached*).

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 attached*).

Yours Sincerely,
Mitre House Management Limited
Mitre House,
124 Kings Road,
Chelsea,
London SW3 4TP



MAINTAINING MITRE HOUSE

DIRECTORS • PAUL BROWN-CONSTABLE • SEGAR KARUPIAH • DIMA INTERNATIONAL LIMITED • MICHELE SIGG HILLGARTH
REG. OFFICE • PETERDEN HOUSE • 1A LEIGHTON ROAD • LONDON W13 9EL • REGISTERED NO. 7731341 • ENGLAND

Notes for Notice of Intention to Carry Out Work

1. Section 20 of the Landlord and Tenant Act 1985 (as amended) ("the 1985 Act") provides that a landlord (as defined by Section 30 of the 1985 Act) must consult leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under qualifying works, where the contribution of anyone leaseholder will exceed £250. "Qualifying works" are defined by Section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
 - a) the place and hours so specified must be reasonable; and
 - b) a description of the proposed works must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the description may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the description.
3. The landlord has a duty to have regard to written observations made within the consultation period by any leaseholder or recognised tenants' association. "Recognised tenants' association" is defined by Section 29 of the 1985 Act.
4.
 - 1) Where a single nomination is made by a recognised tenants' association (whether or not a nomination is made by any leaseholder, the landlord shall try to obtain an estimate from the nominated person).
 - 2) Where a single nomination is made by only one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate from the nominated person.
 - 3) Where a single nomination is made by more than one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate:
 - a) from the person who received the most nominations; or
 - b) if there is no such person, but two (or more) persons received the same number of nominations, being a number in excess of the nominations received by any other person, from one of those two (or more) persons; or
 - c) in any other case, from any nominated person.
 - 4) Where more than one nomination is made by any leaseholder and more than one nomination is made by a recognised tenants' association, the landlord shall try to obtain an estimate:
 - a) from at least one person nominated by a leaseholder; and
 - b) from at least one person nominated by the association, other than a person from whom an estimate is sought as mentioned in paragraph (a).