

Reference number: <reference number>

<name>

<correspondence address 1>

<correspondence address 2>

<correspondence address 3>

<correspondence postcode>

<date>

Dear <name>

About the enclosed “Statutory Notice of Intention” - <property address 1>, <property address 2>, <property address 3>, <property postcode>

We are writing to let you know about planned major works and/or services that may be carried out at your home or within your building. As these works could result in a charge to you through your service charge, we are required to consult with you formally under Section 20 of the Landlord and Tenant Act 1985.

We’re required by law to send you a formal document detailing any intended major work or service that’s likely to cost you £100 or more a year or if an individual repair, is likely to cost you £250 or over.

We must give you full information about the reason why we feel the work or service is needed, and allow you time to send your feedback, known as ‘observations’, so that we can consider your views before making a decision.

The following pages make up the Statutory Notice of Intention and include an observations form for you to complete and return. Please do this by the date stated on the Notice or your views cannot be considered. We have also enclosed some Questions and Answers that help to explain the Section 20 consultation process, the contracts (Lots) that we are proposing to enter into and how these may impact on you.

If you have any questions, please email Section20@platformhg.com or call us on **0333 200 7304**.

Yours sincerely

Doug Bacon

Deputy Chief Property Officer

Encs