

MARTIN RUSSELL JONES

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CHARTERED SURVEYORS

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To all Lessees
Jefferson House
Basil Street
London SW1

Our Ref: JH/MAN

Dear Lessee

① They sent it on 21 December (!!)
(to minimise the probability of getting comments)
② Their letter to me of the same

26th March 2002

date states that JWA was the only objector

Re: Schedule of condition/refurbishment Jefferson House

① We write that pursuant to the Landlord and Tenant Act notice forwarded to you in December of last year and would inform you that there were no comments from any tenants in relation thereto within the prescribed time limit. Consequently we passed on the instructions of our clients to the chosen surveyors and mechanical services engineers to prepare a schedule of condition as indicated in order to ascertain the exact extent of the works required to the building pursuant to our clients' head lease and the underleases held on the property so that a specification of works could be prepared for tendering purposes.

That schedule is now complete and one copy is available for inspection at any time during business hours at our offices. We are also arranging for a second copy to be made available for inspection at the porter's office in the lobby of Jefferson House. We must, very kindly ask you, under no circumstances to remove that copy from the porter's care as it must be available for all of your fellow lessees to view. You are, of course, welcome to spend as much time as you need at the porter's office inspecting the document and should you require your own copy we will be very happy to provide one for you. Regrettably, the report, specification and the associated photographs have created a document of some 400 pages in length and therefore a charge will need to be made. This charge will need to be paid directly to the surveyors who have indicated that the cost of a copy will be £90+VAT. The reason for this is that there are some 200 photographs to be reproduced which are extremely expensive to print.

The schedule of condition has now formed part of the specification of works which has been forwarded to five chosen contractors to obtain a formal price for carrying out the various recommendations contained in the reports for the works required to the building.

② The surveyors have indicated that the cost of works is likely to be in excess of £1 million +VAT and fees. We would stress that this is a very rough indicative estimate and should in no way be relied upon as an exact figure. The tendering contractors may produce a price which is significantly more or less than the price indicated above depending on

= £1.5m + !!

③ By then Brian Gale had completed his condition survey (in Feb 02)

numerous factors which contractors take into account when tendering. The point of giving you an indication at this stage is to give you as much notice as possible to make arrangements to provide the necessary funds which will be required in the near future.

The surveyors have made a number of findings which are self-explanatory and some of the works required to the building are urgent. It is, therefore, intended once tenders have been returned to commence work in the summer so that the external refurbishment can be dealt with during the warmer months.

As soon as the chosen tenders have been returned we shall be writing to you again to invite your observations and to update you in respect to our client company's intention relating to an appropriate appointment. In the meantime should you have any queries or comments to make on the various documents we should be very happy to receive these in writing at our offices.

Yours sincerely



JOAN HATHAWAY BSc MRICS
for Martin Russell Jones