

MARTIN RUSSELL JONES

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CHARTERED SURVEYORS
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BRM/JJ

Recorded Delivery

14 July 2004

Ms N K Dit-Rawe
Flat 3
Jefferson House
11 Basil Street
London SW3 1AX

Dear Ms Dit-Rawe

Jefferson House, 11 Basil Street, London SW3 1AX
External repair and redecoration work plus
internal refurbishment of common areas

As you are aware, refurbishment of the common parts of the building and external repairs will be undertaken shortly. Works will include the redecoration and allied repairs/upgrading to the heating installation in the common area.

In the unlikely event of any damage being caused to adjacent flats, we would like the opportunity to be able to prepare a Schedule of Condition on your flat so that there is an agreed record of its condition before work commences. If any damage is alleged to have occurred, then there is a record of its condition before the contractors commenced the refurbishment.

I would be grateful if you could contact the writer of this letter to arrange a mutually agreeable date for the Schedule of Condition inspection to be undertaken. Also, if you have any further queries, please do not hesitate to contact us.

Yours sincerely

BR Martin

For and on behalf of
MARTIN RUSSELL JONES