

# MARTIN RUSSELL JONES

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**CHARTERED SURVEYORS**  
ESTATE AGENTS

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BRM/JJ

4 August 2004

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

Dear Ms Dit-Rawe

**3 Jefferson House, 11 Basil Street, London SW3**

Thank you for your letter of 20 July 2004 in response to our letter of 14 July 2004. You have raised a number of questions which I answer below using for ease of reference your numbering.

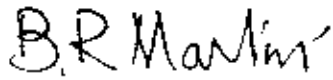
1. The nature of the work is such that it is not anticipated that any part is potentially likely to cause damage to your or any other flat. However, where work is to be carried out in the vicinity of a flat such as yours it is customary and good prudent practice to ask for the opportunity of producing a Schedule of Condition of the flat at, of course, no cost to you. This would be carried out in your presence so that the wording can be agreed.
4. The Specification requires the Contractors to take all necessary precautions to avoid injury to persons and damage to property.
5. The Schedule of Condition would be prepared by Mr Patrick Moyle BSc MRICS who is a Chartered Building Surveyor with Brian Gale & Associates the Contract Administrators. The visit would be on a day and at a time mutually convenient.
6. The Schedule would be set out with the headings "Item", "Description" and "Condition". The first describes the various parts of the flat e.g. "Ceiling", "Walls", "Floor". The second states what it comprises e.g. "Plasterboard decorated with emulsion paint" whilst the third details any defect that might exist e.g. "Hairline crack over left window runs into ceiling for 1 metre". The areas to be described in the Schedule are those, as stated above, in the vicinity of the major building work and do not extend to those too remote to be damaged.

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7. As stated above the Schedule would be prepared by Mr Patrick Moyle.

With regard to the start of the works this could only happen when sufficient funds to cover the full cost were held by us. You will recall that you refused to pay your contribution and this resulted in the proceedings before the Leaschold Valuation Tribunal which of course resulted in the considerable delay in the commencement of the work.

Yours sincerely



For and on behalf of  
MARTIN RUSSELL JONES