

To All Leaseholders

7<sup>th</sup> January 2009  
Our Ref: W/271/SC09-MayesbrookG3

Dear All Leaseholders

**Re. Mayesbrook Gardens (Barking) No 3 Residents Co Ltd – Service Charge 2009  
Waterside Close, Barking, Essex**

The new financial year for Mayesbrook Gardens (Barking) No 3 Residents Co Ltd commenced on the 1<sup>st</sup> January 2009, that being a new breakdown of anticipated expenditure has been prepared and a new Service Charge is now due.

To that end we enclose herewith the following:

1. Service Charge statement for 2008 showing all payments received as at 31<sup>st</sup> December 2008
2. Breakdown of Anticipated Service Charge expenditure for 2009
3. Service Charge statement for 2009, by way of demand for payment.
4. Summary of tenants rights and obligations
5. Standing order mandate for those tenants wishing to pay monthly

Service Charges on this estate are due within 14 days of demand for payment, please note all arrears are due immediately unless an agreement to clear the arrears has previously been arranged and the following options for payment are available:

- (a) One payment by cheque for total due
- (b) Two half yearly payments by cheque; first payment due immediately, 2<sup>nd</sup> payment due 1<sup>st</sup> July 2009.

*Please make cheques payable to Mayesbrook Gardens (Barking) No 3 Residents Co Ltd writing your property number clearly on the reverse and posting to: SWA Chartered Surveyors, The Tack Room, Waltham Hall, Bambers Green, Bishop's Stortford CM22 6PF*

- (c) 11 monthly payments by standing order [please complete the standing order mandate enclosed and send directly to you bank in time for the first payment due 13<sup>th</sup> February 2009, monthly payment thereafter are due on the 1<sup>st</sup> of each month]

**WE WOULD REMIND YOU THAT IN ACCORDANCE WITH YOUR LEASE SHOULD YOU DEFAULT ON ANY OF YOUR MONTHLY PAYMENTS THE TOTAL OUTSTANDING BALANCE BECOMES DUE IMMEDIATELY**

**Please note that monthly payments are made by standing order and not direct debit and it is important that you ensure your bank cancels any previous standing order mandate payable to Mayesbrook Gardens (Barking) No 3 Residents Co Ltd and that you check to ensure that your bank are making payments each month in accordance with the mandate, as we have no control over these payments.**

We are obliged to advise you that to keep the Management Company's administration costs to a minimum we send out **ONE DEMAND A YEAR**. If it will be of any assistance we are happy to hold on file post-dated cheques for the 2<sup>nd</sup> half yearly payment (for those choosing payment option (b)).

In accordance with the Lease we allow 14-days after this service charge demand for payment to reach us, thereafter non-payment is treated as a debt and action taken to recover the debt will commence. Please note that debt recovery costs are charged to the debtor concerned. Should you experience any difficulty with the terms of payment please do not hesitate to contact us.

We trust that no such action will become necessary and look forward to receiving your payment in due course.

Yours sincerely

**SWA Chartered Surveyors**