

MARTIN RUSSELL JONES

Premier Suite 115,
Premier House,
112 Station Road,
Edgware,
Middlesex, HA8 7BJ

CHARTERED SURVEYORS

Management Department
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To all Lessees
Jefferson House
Basil Street
London SW1

Our Ref: JH/MAN

12th July 2005

Dear Lessee/Resident

Re: Refurbishment of Jefferson House

As you are aware the door entry system is being upgraded and with effect from Monday 18th July 2005 your front door key will no longer open the door.


You will need to obtain a Key Fob from Paul, the porter, and he can be contacted on 07834 032222.

One fob per flat will be issued and each additional fob will cost £15.00 and cheques should be made payable to Martin Russell Jones. We would request that if you require additional fobs that you confirm this in writing so that we can keep a record of the fobs issued.

If you should loose your fob please advise us/Paul immediately and the fob will be cancelled and a replacement issued at the normal cost of £15.00.

We trust that the above is self explanatory but if you have any queries please do not hesitate to contact us.

Yours sincerely


JOAN HATHAWAY BSc MRICS
for Martin Russell Jones

(A) Just as well I was not on holiday! I would have come BACK (eg. late at night) and discovered that I was unable to get in