

Our Ref:
Your Ref:
Date:

Nucleus

Legal Advice Centre

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Miss Joan Hathaway
C/o Martin Russell Jones
5 Watford Way
Hendon Central
London
NW4
3JN

8/10/01

OUR REF: YB / HASKC

Dear Miss Hathaway

RE: JEFFERSON HOUSE 11 BASIL STREET
PORTER
FURTHER ENQUIRIES

We act on behalf of the above leaseholders who have instructed us in this matter. We have been informed that **for the past six weeks** there has been no porter tendering the building. And thus carrying out the designated said duties **as stipulated by their lease**, namely:

S. 5 (5)

- a) to cleanse the entrance hall stairs and passages
- b) **to remove each day (except Sundays) from the flat all domestic refuse and rubbish**
(the lessee providing his own suitable receptacle for the carriage thereof)

Our clients maintain that they have had **no explanation for the non-compliance of these duties**. We would be grateful if you could provide an explanation for the absence of the porter in the building? When a porter will be installed?

On 18/9/01 I wrote to you asking you to confirm:

- 1) The name and address of the Superior lessor of Jefferson House 11 Basil Street
- 2) The name and address of the Headlessor of Jefferson House 11 Basil Street.

I would be grateful for a response.

DROP IN SESSIONS

Monday 1.00 - 4.00pm
Tuesday 3.00 - 6.00pm
Thursday 10.00 - 1.00pm

TELEPHONE ADVICE

Tuesday 10.30 - 12.00pm
Friday 10.30 - 12.00pm

On the 27/9/01 I wrote to you requesting a copy of the insurance policies and payments of any premiums for the last service charge period ending 1/8/01 and the present service charge period. By statute this information should be provided within one month of the request. We take the one-month period to expire on Friday 2nd November 2001, The insurance policies are as follows:

- 1) Royal & Sun Alliance
- 2) Saxon Law
- 3) London & Edinburgh
- 4) Any other policies and risks held on the property.

On 24/8/01 I wrote to you requesting a detailed explanation of breakdown of service charge you provided for the last accounting period ending 1 August 2001. On 28/9/01 a representative from your office a Barrie Martin responded:

'I acknowledge receipt of your letter of 24 August 2001 addressed to Miss Hathaway. Miss Hathaway is away at present and your letter will be attended to by her on your return'.

On 17/9/01 I represented the same letter to yourself. I have had no response. I would be grateful if you could now respond to my queries.

Once again I thank you in advance for your co-operation.

Yours sincerely


Yemah Barley
HASKC HOUSING ADVICE

Cc The Leaseholders of Jefferson House 11 Basil Street