

Your Ref:
Your Ref:
Date:

Nucleus

Legal Advice Centre

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Ms Joan Hathaway
Martin Russell Jones
5 Watford Way
Hendon Central
London
NW4
3JL

29/10/01

OUR REF: YB / HASKC
YOUR REF: JH/PMR

Dear Miss Hathaway

RE: JEFFERSON HOUSE 11 BASIL STREET
INSURANCE DISCLOSURE AS REPRESENTED IN SERVICE CHARGE BREAKDOWN
AUGUST 2001

We act on behalf of the above leaseholders residents who have instructed us in this matter. On 27/9/01 I requested the following insurance policies represented in the service charge period for the above property and period.

- a) Royal & Sun Alliance
- b) Saxon Law
- c) London & Edinburgh
- d) Any other relevant policies and risks held on the property.
- e) Detailed and specific breakdown of payment of any premiums for the said service charge period ending 1/8/01.

On 15 October 2001 you sent the following information to us, which was received on 25th October 2001.

1. Commercial Property Insurance / Norwich Union Insurance policy wording
2. A written **scheme of examination** which has been produced by our Engineer Surveyor following his last visit to your premises. Prepared by Naushide Zeria of the Technical Consultancy Department Royal Sun Alliance. Addresses to Saxon Law Management Limited Jefferson House 11- 13 Basil Street London.

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