

MARTIN RUSSELL JONES

5 Watford Way,
Hendon Central,
London, NW4 3JL



CHARTERED SURVEYORS

Management Department
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Ms Y Barlay
Nucleus
298 Old Brompton Road
Earl's Court
LONDON SW5 9JF

25 OCT 2001

Our Ref. JH/PMR

15 October 2001

Dear Ms Barlay

Jefferson House

Thank you for your letter of the 8 October 2001, the contents of which we note.

We would inform you that the Porter has only been absent from Jefferson House for two weeks, firstly due to an illness and subsequently to his resignation.

Cleaning and rubbish removal services have been provided to the block on a daily basis during that time by a relief cleaner, although he has not been on site permanently.

A new porter started on site on the 10 October and his appointment will have resolved the problem to which you refer.

With regard to the details of the owner of Jefferson House, he did write to you in September but obviously you did not receive this letter and for the record we would confirm that the Head Lessee is Steel Services Limited of 25-26 Hampstead High Street, London NW3 1QA. The Head Lessor is Jefferson House Limited c/o Saxon Law, 24 Bruton Place, London W1X 8JT.

Turning to the insurance policies, we would point out that there are two, i.e. Building and Engineering, and copies of both are enclosed.

With regard to the detailed explanation of the breakdown of Service Charge, we are currently collating this information. As you are aware, this is not a standard request and certain of the information is not to hand. If the residents wish to come to this office and inspect the

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vouchers they are most welcome to do so by a prior appointment with our Accounts Department.

Yours sincerely



JOAN HATHAWAY BSc MRICS
for MARTIN RUSSELL JONES