

SOLICITORS

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

OUR REFERENCE  
YOUR REFERENCE

PMG/BA/106096 1

3 September 2002

Dear Sirs

**Jefferson House - Proposed Works**

We are instructed by Mrs [REDACTED] in respect of Flat [REDACTED] Jefferson House

We have been forwarded correspondence sent by your firm to our client. In order for us to advise our client, we would be grateful if you would provide the following information:-

1. Please provide a breakdown of the apportionment of the total amount claimed in respect of Flat [REDACTED]
2. Under the terms of the lease of Flat [REDACTED] we note that payments of service charge in advance can only be demanded on the half-yearly occasion of the payment of rent under the lease. Please confirm that this is your understanding in respect of the claim for a contribution towards the proposed works, and
3. The lease allows the lessor to require payment on account of "fair and reasonable interim payment" Please confirm the terms of payment you propose to require from our client.

We look forward to hearing from you shortly.

Yours faithfully

