

Brock End RTM Company Ltd

15 Windsor Road, Swindon SN3 1JP

T: Office 0843 88 600 88 Direct 01793 230498

7 March 2015

Mainstay
Whittington Hall
Whittington Road
Worcester
WR5 2ZX

Dear Sirs,

Re: Brock End, Swindon

I am writing further to the Right To Manage Section 79 notice of claim delivered to the freehold owner of Brock End, Swindon. As you will know the Right to Manage for 1-6 Newport House and 1-6 Croft House, Brock End, Swindon will commence on 1 May 2015.

The Right To Manage will by default, terminate any contractual arrangements that Mainstay may have regarding these two blocks. I have set out the position regarding the following items, well in advance of the commencement date in order to ensure a smooth hand-over.

We shall arrange the following for 1-6 Newport House and 1-6 Croft House from 1 May 2015:

1. **Window cleaning.**
2. **Door entry system.** Please supply us with any un-issued keys, cards, fobs etc. together with a list of key holders.
3. **TV & Satellite system.**
4. **Cleaning of communal parts.**
5. **Grounds Maintenance.** Please find enclosed a copy of a site plan with the site marked in blue. The areas in orange show the gardens that Brock End RTM Company will maintain together with green hatched sections of the car park. I should be grateful if you would confirm your acceptance of the areas proposed.
6. **Pest Control.**
7. **Fire Alarm Maintenance.**
8. **Electricity - communal.** We should be grateful if you would kindly provide details of the existing supplier and references. Please provide keys to the meter cupboard in each block.
9. **Buildings Insurance.** Brock End RTM Company will insure the two blocks from 1 May 2015. Your existing insurer is most welcome to provide a quote. I should be grateful if you would kindly supply details of the claims history for the two blocks by 31 March 2015.

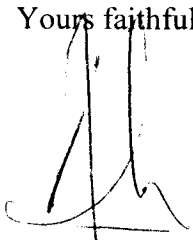
Mainstay's existing contractors are welcome to quote for the work under items 1 to 7 above no later than 31 March 2015.

As Mainstay will continue to manage the largest portion of the site from 1 May 2015, I suggest that Mainstay continue to organise the following items and Brock End RTM Company will pay mainstay 12/38ths of the cost based on the number of properties managed subject to receipt of copy supplier invoices. Please provide advance notice of any proposed expenditure or maintenance contracts.

10. **Site Gate Maintenance.**
11. **Electricity – site.**

I look forward to your response in due course.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John R Morris', written over a vertical line that extends from the 'Yours faithfully' text down to the name below.

John R Morris FCMA CGMA AIRPM
Company Secretary