

Our Ref: AN/lg

3 January 2017

All residents
The Heights

Dear Resident

RE: The Heights, Coventry

Please find enclosed the 2017 service charge invoice along with appropriate Notice on behalf of the management company.

This charge is due upon receipt, unless any other terms of payment have been agreed. There is a 5% increase from last year in order to ensure a satisfactory reserve. Please ensure your payments are amended accordingly to take into account this increase.

We would like to remind all residents of the following.

1. All rubbish must be placed in the bins provided. Separate arrangements must be made to remove large items of additional rubbish.
2. Parking is only permitted in your allocated space. This applies to all visitors if the visitors' spaces are already in use.

If you require any further information of this property, please visit our website at www.kwbresidential.com. By typing in your address you can locate information including the current service charge budget, insurance cover and resident's guide.

Please confirm any further contact details that we do not already hold, including email address and phone number.

Yours sincerely



ANDY NUTTALL

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Encs