

Our Ref: AN/lg

3 January 2017

All residents
The Promenade

Dear Resident

RE: The Promenade, 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. The service charge is set at the same budget as 2016.

We would remind all residents of the following.

1. All rubbish must be placed in the bins provided and no rubbish left on the ground, otherwise rubbish will not be removed. Separate arrangements must be made to remove any additional or large items of rubbish.
2. Parking is only permitted in your allocated space and 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

Tel Direct Line: 0121 212 5986

Email: anuttall@kwboffice.com

Encs