

Copy of a Service Charge Estimate covering letter issued in February 2013.

19th February 2013

Saqlain

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Our Ref: L/H&RTB

Mrs XXXXXX
16 ABC Road
Slough
Berkshire,
SL1

Dear Mrs XXXXXX

Service Charge Estimate for 2013/14

Please find enclosed your yearly service charge estimate for 2013/14 which has been calculated to more accurately reflect the actual cost of maintenance and services relating to your block of flats. I also attach, Service Charges - Summary of tenants' rights and obligations for your reference.

You will still have adjustments on your account in respect of the difference between the estimate and the actual costs incurred. These adjustments will be collected with the October half-yearly invoice, which is in keeping with the terms your lease.

To help you manage your finances the following two options are available:-

- **To pay as normal the two half-yearly invoices on the 1st April and 1st October 2013. If this option is taken the invoices must be paid by the time specified as you will not be able to make arrangements after this time.**
- **To pay monthly instalments over a 10 months period starting from the 1st April 2013.**
- **If you wish to take advantage of the monthly instalment plan, you must contact the Revenues Section on 01753 772190, or e-mail revenues@slough.gov.uk by the 28th February 2013 before 4PM or you will automatically be issued half-yearly invoices in accordance with the terms of your lease.**

Yours sincerely



Leasehold Team