

30 October 2008

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**FINAL REMINDER – SERVICE CHARGE DEMAND**

Dear Resident,

It has been brought to our attention that your account remains unpaid despite previously issuing a Service Charge Demand.

*Failure to make payment of your service charge places you in breach of your lease/transfer and this prevents your Management Company, meeting its financial commitments. This includes payments to contractors for services, and for leasehold properties, payment of building insurance. If your building insurance is not paid this can jeopardise the validity of the mortgage you may have for this property*

Please ensure your payment is made in full within the next **5 working days**. Should payment not be received within this period we will have no alternative but to refer your account to our Debt Collection team **incurring further charges in excess of £125.00** to pursue the arrears through your Mortgage Lender and/or Court proceedings.

**No further notification** will be issued to you and we would strongly urge you to make full and immediate payment before any further costs are incurred. Please be advised the standing order payment option is no longer available and we would now ask you to pay in accordance with the terms of your lease i.e. in advance.

**Payment** should be made by one of the following methods:

Cheque                      Made payable to your Management Company *(as stated on your statement of account – under development)*  
Call                            0845 002 4202 for Credit/Debit card payments *(please note a charge of £0.95 for a debit and 2.5% for a credit card payment will apply).*

**Please ensure you quote your invoice number on all payments and correspondence.**

If you believe that you have made full payment or payments have been made on your account, please contact us within the next 5 working days on 0845 002 4202.

Yours faithfully,



Sally Edwards  
Credit Control Administrator  
CPM Asset Management Ltd  
*(A member of the Residential Management Group)*